The **Web-based Permit to Work Solution**

Requestor manual

Release 3.1

October 2012
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Contents

			pg
1	**System overview**		**4**
2	**Roles**		**4**
	02.01.01	System administrators	4
	02.01.02	Requestors	4
	02.01.03	Authorised persons	4
	02.01.04	Observer	4
3	**Opening the software**		**4**
4	**Login**		**5**
5	**Session length**		**6**
6	**Home page – your requests**		**6**
7	**Home page - e-permits today, F.Y.A – Unmanned Sites**		**7**
	07.01.01	Approved Permits	7
	07.01.02	Open permits	7
8	**Home page - e-permits today, List view**		**8**
9	**Home page - e-permits today, Graphical view**		**9**
	09.01.01	F.Y.A – Unmanned Site Statistics	9
10	**Home page - Control panel**		**10**
	10.01.01	Data admin	10
11	**How to add a User**		**11**
	11.01.01	Information tab	11
	11.01.02	Competencies tab	12
	11.01.04	Inductions tab	13
	11.01.05	Cradles tab	13
	11.01.06	High voltage tab	13
	11.01.07	Permissions tab	14
	11.01.08	Approvals tab	14
12	**RAMS admin**		**14**
13	**How to submit RAMS**		**15**
	13.01.01	RAMS Details	15
	13.01.02	What and where information	16
	13.01.03	Location information	16
	13.01.04	Attachments	16
14	**How to progress chase RAMS**		**17**
	14.01.01	RAMS awaiting approval	17
	14.01.02	RAMS approved	17
	14.01.03	RAMS under review	17

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Contents

			pg
15	**How to make a Request**		**18**
	15.01.01	Site name search field	18
	15.01.02	Site name dropdown list	19
	15.01.03	Step 1: who and when	19
	15.01.04	Work order number	19
	15.01.05	Company name	19
	15.01.06	Competent person	19
	15.01.07	Other personnel to work with competent person	19
	15.01.08	When will the work be done?	20
	15.01.09	Step 2: where, what, why and how	20
	15.02.0	Step 3: Summary and submit	21
16	**High-risk permits**		**22**
	16.01.01	Hot works	22
	16.01.02	Fire system impairments	24
	16.01.03	Work in confined spaces	26
	16.01.04	Work at height	27
	16.01.05	Work on / test* electrically isolated equipment	28
	16.01.06	Isolation / Energisation permit requests	29
	16.01.07	Work on / test* essentially live equipment	30
	16.01.08	Energisation / Isolation permit requests	32
	16.01.09	Mechanical permit requests	33
17	**Generating permits – Unmanned Sites**		**34**
18	**Issuing permits – Unmanned Sites**		**36**
19	**Tracking requests**		**37**
20	**Closing permits – Unmanned Sites**		**38**
	20.01.01	Non-compliance	39
21	**Duplicating requests**		**40**
22	**Notifications**		**41**
23	**Reports admin**		**43**
	23.01.01	Site name search field	43
	23.01.02	Observer	43

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1. System overview

The e-permits application is a web-based Permit-to-work solution designed to reduce the risk of injury and damage on-site during maintenance and to improve productivity and management control, beyond the levels possible with a paper-based system.

e-permits ensures that every permit takes account of client and legal safety criteria and is only issued when it is safe.

The system ensures the …

Right people with the
Right skills work to the
Right method statement in the
Right place at the
Right time

2. Roles

The participants in the e-permits process fall into 4 basic categories:

02.01.01 System administrators - that input initial Site and User data during system setup and maintain the integrity of the data thereafter.

02.01.02 Requestors - raise and submit requests for permits and RAMS.

02.01.03 Authorised persons - assess, approve and issue permits and RAMS

02.01.04 Observer
Running reports to be able to see permit requests that the user is not involved in.

This document is for use by Requestors.

3. Opening the software

In the address field of your browser, type “https://<client>live.e-permits.co.uk” and press Go. The application will take you to the Login page

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4. Login

Enter your email address and Password and click login.

permits
The Electronic Permit-to-work Solution
Email address
Password
login
forgot password ?
what is a session, and why will it affect me?
h&v news Awards WINNER
Building
The Health and Safety Awards
Winner
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Version 3.1a.0.0
Please note - by using this website you accept the use of cookies in accordance with our Cookies Policy.

If you have not been set up as a User you will not have a PASSWORD and you cannot start a session. Ask your system administrator to set you up as a User and you will be emailed a temporary password. On entering this password you will be taken to a screen to change your password and select a memorable question and answer (this question is used when you use the forgotten password options)

.

If you have forgotten your PASSWORD, click on forgot password ? type in your email address and submit. Your PASSWORD will then be emailed to your shortly after, suggesting that you change it to one only you will remember.

You can also use the 'change password' button within your control panel, the process is as below, and you are asked for your old password, your new password and to answer your previously selected memorable question.

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5. Session length

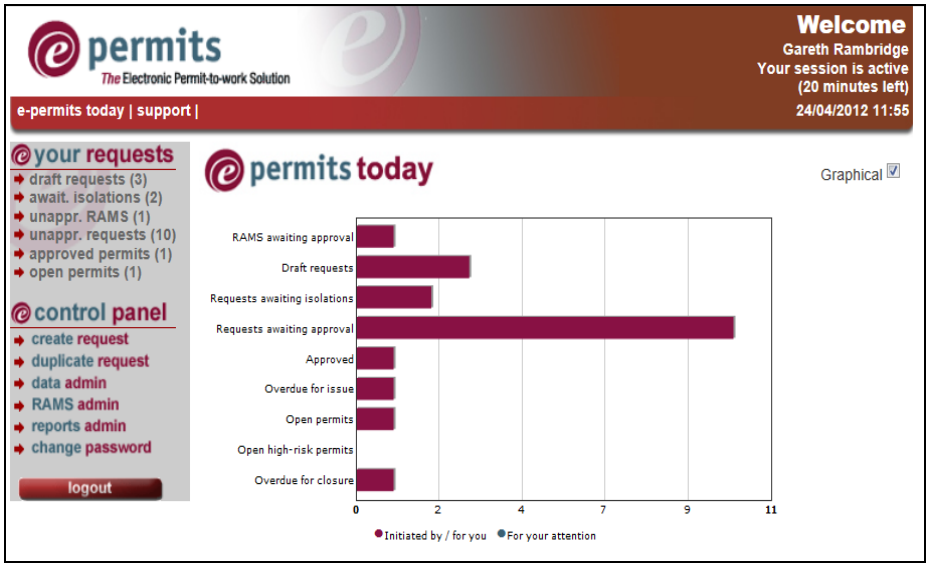
Sessions will automatically time-out after 20 minutes of inactivity. Any interaction with the server will start a new 20-minute session for you. If your session times-out you will lose any unsaved data so you are advised to save changes regularly.

The time remaining in your session is displayed in the top right hand corner of the page. During the final 2 minutes of a session, the countdown changes from minutes to seconds and a message invites you to reset your session.

6. Home page – your requests

The left hand tool bar shows all or some of the following, depending on the User permissions:

Draft requests (0)	
Await. Isolations (0)	i.e. Isolation permits awaiting approval
Unappr. RAMS (0)	i.e. RAMS awaiting approval
Unappr. requests (0)	i.e. Permit requests awaiting approval
Approved permits (0)	i.e. approved permits
Open permits (0)	i.e. Issued permit requests



The number(s) relate to your personal e-permits statistics rather than site or system statistics, so the numbers will relate to:

Your draft requests
Your await. Isolations
Your unappr. RAMS
Your unappr. Requests
Your approved permits
Your open permits

By clicking on the count (1) the user is taken to the relevant page to view and progress the selection.

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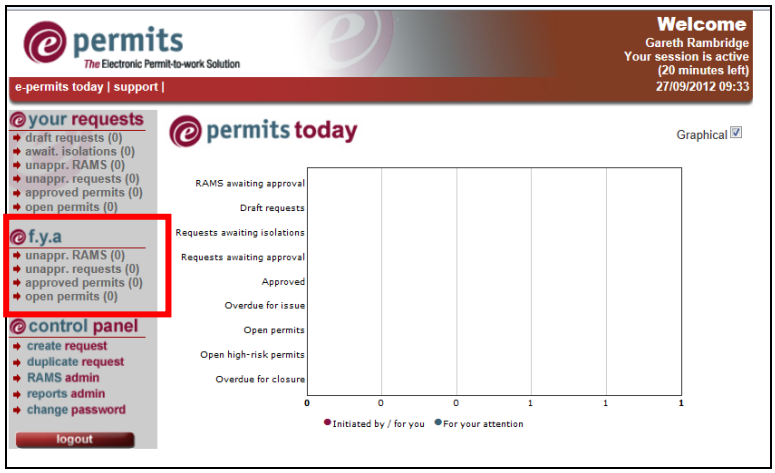
7. Home page - e-permits today, F.Y.A – Unmanned Sites

These statistics are displayed if your company has access to unmanned sites and relate to permits that are for your attention and need to printed, issued and closed.

The left hand tool bar shows the following: - depending on the User permissions:

- Approved permits (0)
  i.e. Approved permit requests for your attention to print and issue.
- Open permits (0)
  i.e. Issued permits which are for your attention to close.



The number(s) relate to your personal and company e-permits statistics rather than site or system statistics, so the numbers will relate to: -

07.01.01 Approved Permits for your attention to print and Issue

All the Requestors from the company doing the work and the CP on the permit, as well as Issuers, will see 'Approved' permits for their attention and be able to print and issue their own Company's permits.

Requestors from the company doing the work and the CP will not be able to print or issue Isolation permits from other companies associated with their permits.

All the Requestors from the companies performing the Isolations and the CP on the Isolation permit, as well as the Issuers, will see Approved Isolation permits for their attention and be able to print and issue their own company's Isolation permits.

07.01.02 Open permits for your attention to close

All the Requestors from the company doing the work and the CP on the permit, as well as Issuers, will see 'Open permits' for their attention and be able to close their own company's permits.

Requestors from the Company doing the work and the CP will not be able to close Isolation permits from other companies associated with their permits.

All the Requestors from the companies performing the isolations and the CP on the Isolation permit, as well as the Issuers, will see open Isolation permits for their attention and be able to close their own company's Isolation permits.

By clicking on the Count (1) the user is taken to the relevant page to view and progress the selection

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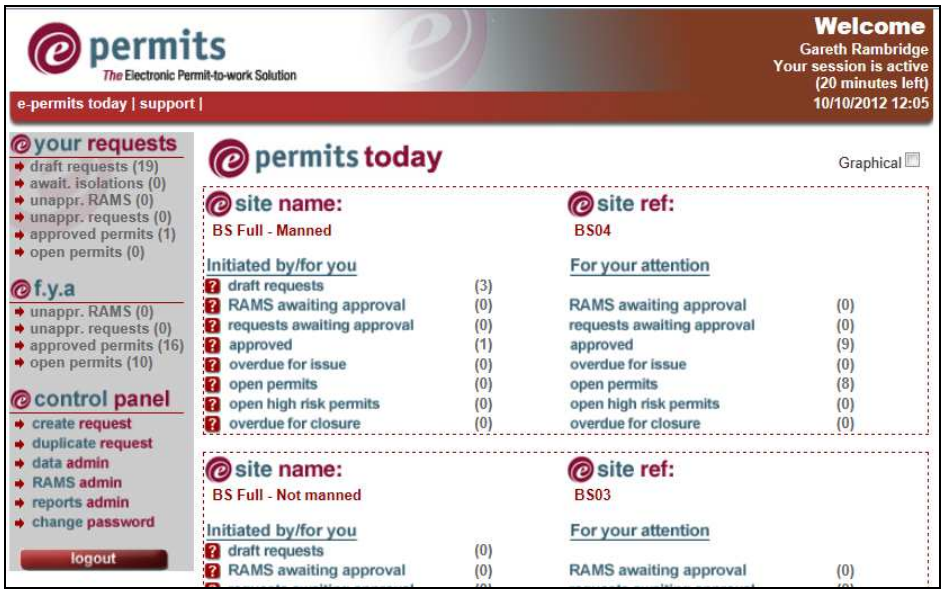
8. Home page - e-permits today, List view

These statistics are Site specific and relate to things you have initiated. It provides a quick indication of how your requests are progressing.

By clicking on the (1), the user is taken to the relevant page to view and progress the selection.



From the e-permits non-graphical mode, Requestors, Competent persons and Issuers will be able to print, issue and close the following for unmanned sites: -

- Approved permits
- Open permits

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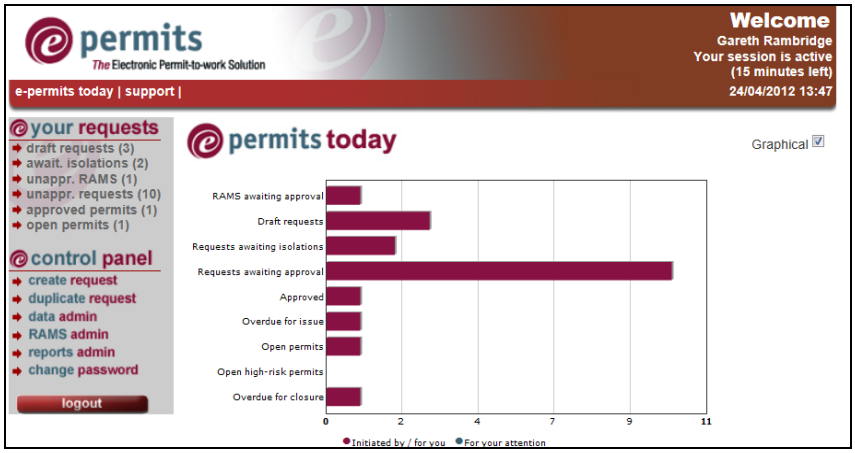
9. Home page - e-permits today, Graphical view

If your company is linked to multiple sites, you will have the ability to display a graphical option instead of a list of all sites.

The e-permits today page will display a tick box option to switch to a graphical view to show a lateral bar chart which summarises the statistics for the all the sites that your company is linked to.

The following statistics for all linked sites will be displayed:

- RAMS awaiting approval
- Draft requests
- Requests awaiting isolations
- Requests awaiting approval
- Approved
- Overdue for issue
- Open permits
- Open high-risk permits
- Overdue for closure



By clicking on the lateral bar, the user is taken to the relevant page to view and progress the selection.
I.e. By clicking on the lateral bar for 'RAMS awaiting approval', the user will be taken to RAMS administration page.

09.01.01 F.Y.A – Unmanned Site Statistics

From the e-permits graphical mode, Requestors, Competent persons and Issuers will be able to print, issue and close the following for unmanned sites.

- Approved permits
- Open permits

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10. Home page - Control panel

The left hand tool bar shows all or some of the following, depending on your User permissions:

- Create request
- Duplicate request
- Data Admin
- RAMS admin
- Reports admin
- Change PASSWORD

These are explained in detail in the following sections.

10.01.01 Data admin

Depending on your user permissions, if the user clicks on 'data admin' this could display the following:

- Tier 1 data admin

  Site administration

  New 'Is Manned' setting:

  The existing field 'Permits issued from site' has been changed to, 'Is Manned'. This will record the following: -

  - Yes - This indicates the site is manned and permits are normally issued from the site.
  - No – This indicates the site is a mobile site and permits are not normally issued from site.

  A new field, 'Helpdesk email address', can be used to store an email address for a helpdesk (or other 3rd party) who need to be notified when a permit(s) is been closed.

  - Zone administration
  - Location administration
  - Service administration
  - Activity administration
  - Permit administration

- Tier 2 data admin
  - Location administration
  - Item administration
  - Key administration

- Company administration
  - Company administration

- User administration
  - User administration

If the user is set up for a specific permission 'User admin' and clicks 'data admin' on the control panel, the user is taken straight to the relevant page 'User administration'

If the user is set up for multiple permissions and clicks the 'data admin' on the control panel, the user is taken to the 'data admin' page which will display the list of options with an 'add/edit/delete' button(s). By clicking on the 'add/edit/delete' button which is displayed next to the option, the user will be taken to the relevant page.

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11. How to add a User

Before you can make a request, you need to have registered some Users as Competent persons or other operatives.

In the left hand task bar, click on 'data admin' and then click on add user.

11.01.01 Information tab

Company name	Auto-populates	Required
First name	Enter User's first name	Required
Last name	Enter User's last name	Required
Initial	Enter middle name initial	Optional
Email address	If the User requires access to the system enter the user's email address. This must be unique. If the User is a person who can be named as the Competent person on a permit, and they have a unique email address, enter it here so that they receive email notifications about permits they are named on. However this is optional and can be left blank.	Optional
Born after ….	Select 'Yes' if the person is under 18 years old	Required
Telephone number	Type their landline contact number. This is helpful in case of emergency	Optional
Mobile no	Type their mobile phone contact number. This is helpful in case of emergency. If the person is a named as the Competent person on a permit, this number will print next to their name.	Optional
Fax no	Type their fax number. This is helpful in case of emergency	Optional
Eligible to work in the UK	Select 'Yes' if the User is entitled to work legally in the UK under current legislation	Required
Is current	Select 'Yes' if the User is entitled to access the e-permits system or be included on a permit request If the User no longer works for your company, set this to 'No'	Required

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11.01.02 Competencies tab

11.01.03 General tab

CSCS / skills card number	Enter the number shown on the User's CSCS card	Optional
Competent person	Select 'Yes' if the User has been authorised by their employer to supervise the work of others or work alone, unsupervised	Optional
First aider	Select 'Yes' if the User holds a recognised First aid qualification and is authorized by their employer to give First aid to colleagues	Optional
Apprentice	Select 'Yes' if the User is in training and should not be allowed to work unaccompanied	Required
CRB	Select 'Yes' if the User holds a 'clean CRB disclosure'	Required
Security cleared	Select 'Yes' if the User holds current clearance to work in secure premises	Optional
Qualified electrician	Select 'Yes' if the User is deemed by their employer to have adequate training and experience to undertake electrical work competently and safely	Required
Trained in work at height	Select 'Yes' if the User has been adequately trained to select, check and use suitable safety equipment, understand the hazards and the safety precautions necessary to work at height safely	Required
Trained in confined spaces	Select 'Yes' if the User has been adequately trained to select, check and use suitable safety equipment, understand the hazards and the safety precautions necessary to work in a confined space safely	Required
Trained in hot works	Select 'Yes' if the User has been adequately trained to undertake hot works, i.e. welding, brazing, grinding etc. observe and conduct a fire watch. The user should understand the hazards, the equipment and the precautions required to undertake the hot works safely	Required
Corgi / ACOPS date	Enter the date that the user qualified to the appropriate ACS standard	Optional

You must save the record before you can enter dates in the following tabs.

Once you have saved the record, the user will be shown in the 'user administration' screen,

Select 'View' against the User name, then select the required tab to enter the details

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11.01.04 Inductions tab

H&S induced date	Enter the date that the user went through a health & safety induction specific to the properties where the work will take place If you do not have this date(s), then these can be left blank. When the User is named on a permit, the system will provide notification of this. The user will need to have their induction at the site **before** work commences When the induction is completed on site, and a permit issued for the User, the system will automatically update the date.	Optional

If your company is; linked to more than 20 sites, the following message will display:

'There are more than 20 sites, click here to edit the Health and Safety inducted dates in a separate window'

Click the hyperlink 'here', a separate window is populated with a list all the sites linked to your company.

Enter the date as appropriate for each site or leave blank..

11.01.05 Cradles tab

Cradles	Enter the date per site when the user was trained in the use of cradles.	Optional

If your company is linked to more than 20 sites, the following message will display:

'There are more than 20 sites, click here to edit the cradle training dates in a separate window'

Click the hyperlink 'here', a separate window is populated with a list all the sites that your company is linked to.

Enter the date as appropriate for each site or leave blank.

11.01.06 High voltage tab

High Voltage qualified or last reviewed date	Enter the date when the user was HV qualified or last reviewed.	Optional
High Voltage authorised date per site	Enter the date per site when the user was HV authorised	Optional

If your company is linked to more than 20 sites, the following message will display:

'There are more than 20 sites, click here to edit the HV authorised dates in a separate window'

When the user clicks the hyperlink 'here', a separate window is populated with a list all the sites that the user is allowed to visit with date fields.

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11.01.07 Permissions tab

You cannot pass on permissions you do not hold yourself.

Add users	Select 'Yes' if the User has been authorised by their employer to add users	Optional
Edit users	Select 'Yes' if the User has been authorised by their employer to edit users' details	Optional
Delete users	Select 'Yes' if the User has been authorised by their employer to delete users	Optional
Modify competencies	Select 'Yes' if the User has been authorised by their employer to modify the competencies of other users	Optional
Make requests	Select 'Yes' if the User has been authorised by their employer to make and submit requests for permits	Optional
Complete requests from others to switch electrical circuits, Turn on/off mechanical valves or Impair fire systems	Select 'Yes' if the User has been authorised by their employer to complete isolation draft requests submitted by others.	Optional
Run reports	Select 'Yes' if the User has been authorised by their employer to run reports	Optional
Observer	Select 'Yes' if the user has been authorised by their employer to run reports and see permits which they are not involved in Selecting Observer = Yes, will change the Reporting permission to Yes. It will not be possible to deselect Reports if Observer = Yes The permission to Observe should only be granted by other Observers and System Administrators.	Optional

11.01.08 Approvals tab

This section is not relevant for Requestors

12. RAMS admin

This area allows you to view your company's approved and rejected RAMS and those awaiting approval. It also allows a User to submit new RAMS..

RAMS should be linked to Service / Activity combinations so that it is available when making a request.

Risk and COSHH assessments, RAMS and drawings can be attached to the submission. These can be viewed when making or assessing a request and printed with the permit if required..

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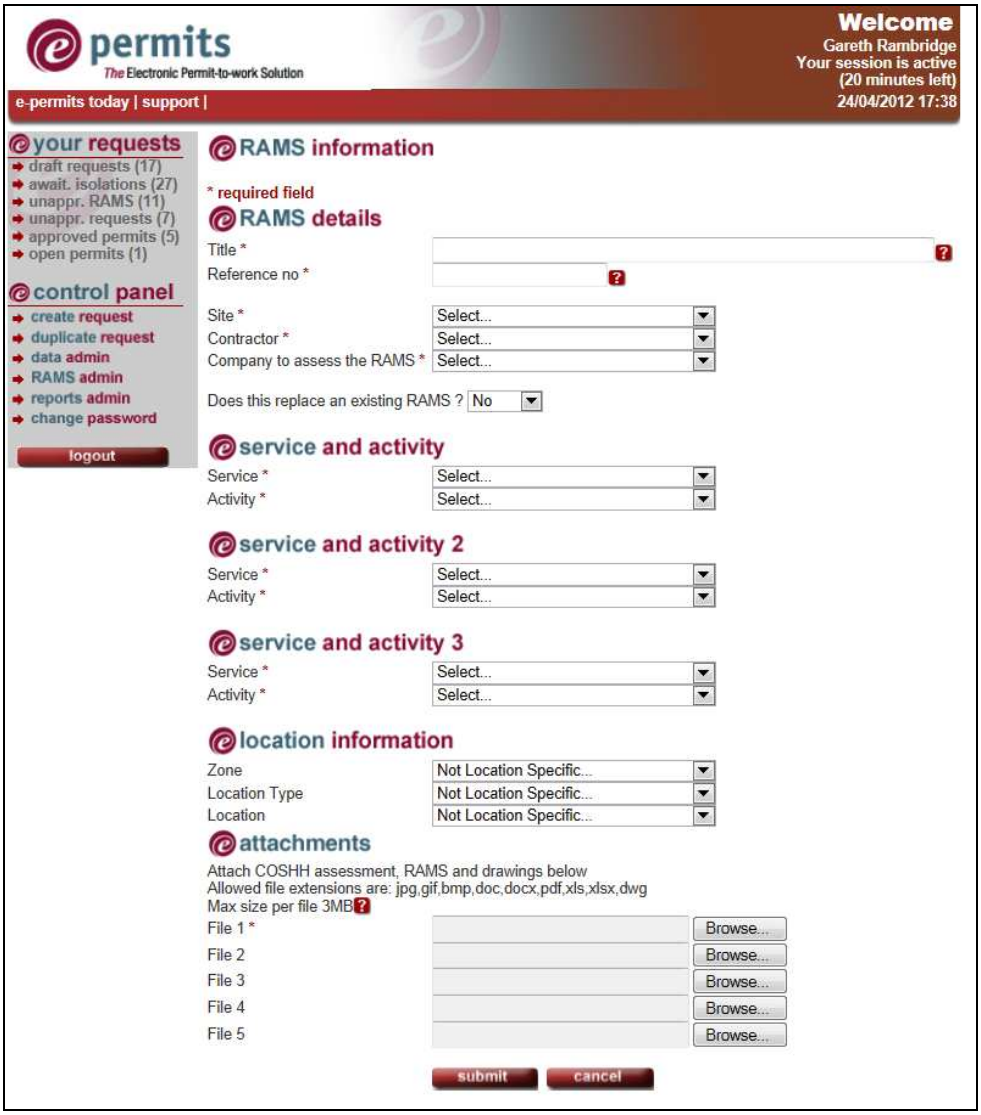
13. How to submit RAMS

Before you can make a request, you need to have submitted RAMS and had it approved.

In the left hand task bar, click on 'RAMS admin' and then click on submit new. This will open a blank sheet to complete as follows:



13.01.01 RAMS Details

Title	Use this field to record what the RAMS is for. It is useful to detail what the RAMS is for, e.g. PPM, Callout, Installation, then what the service is and whether the RAMS is location specific. This will make the MS easier to recognise, e.g. PPM – FCU (high level)	Required
Reference no	Enter the document number. This will be a number your company uses to recognise it	Required
Site	Select the site the RAMS relates to	Required
Contractor	This field will auto–populate after Site is selected	Required
Company…to assess the RAMS	Select the company in the dropdown field that you want to send the documents to for review.	Required

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Does this replace an existing RAMS?	When field is selected to 'Yes', an additional table is displayed underneath with the following filters: • Filter Service • Filter Activity • Select RAMS to replace Use the filters to find the RAMS you want to replace. The system will not overwrite the original, but will set it to Non-current and create a link between the two RAMS.	Optional

13.01.02 What and where information

Service	Select the Service that the RAMs relates to	Required
Activity	Select the Activity that the RAMS relates to	Required

If the RAMS relates to more than one Service and/or Activity, enter this in Service and Activity 2 and Service and Activity 3.

13.01.03 Location information

Zone	Select a specific zone that the RAMS relate to	Optional
Location type	Select a specific location type that the RAMS relate to	Optional
Location	Select a specific location that the RAMS relate to	Optional

13.01.04 Attachments

Attach the document(s) for assessment by browsing to the file(s) and selecting 'Open'. The attachments should include a Risk assessment, COSHH assessment, Method Statements, associated drawings and any other relevant file.

Acceptable formats include the following:

- Word documents (doc), (docx)
- Excel spreadsheets (xls (xlsx)Adobe files (pdf),
- Drawing files (dwg), (bmp), (jpg), (gif)

You can upload up to 5 files.
The maximum size for each file is 3MB.
Note: Check that your filename **does not** contain the '&' sign before submitting. If it does, replace this with the word 'and'

When your submission is complete, click

Persons authorised to assess the RAMS in the Company you have selected will be notified automatically.
Once the RAMS are approved or rejected, you will receive an email with the decision. If the RAMS are rejected, you will be given a reason why.

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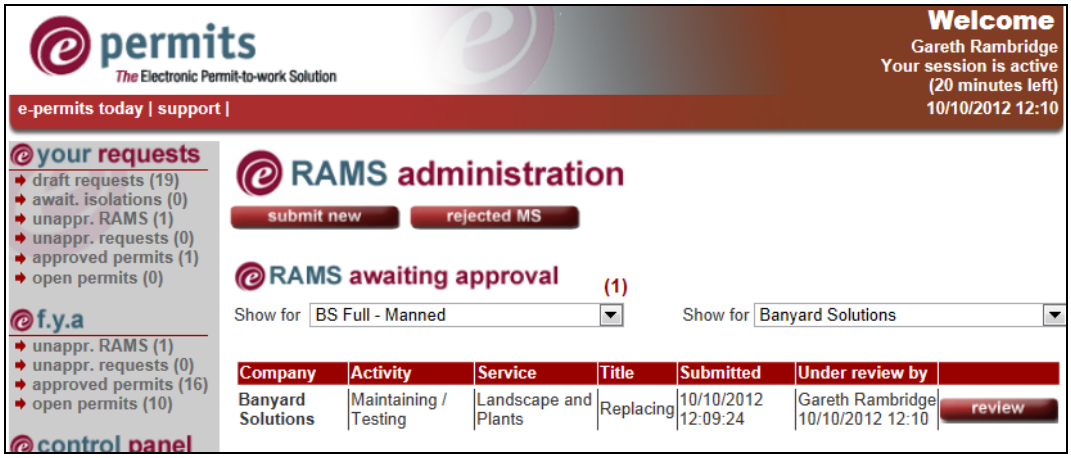
14. How to progress chase RAMS

The user will have the ability to track the progress of their submitted RAMS. This can be done by following the steps below

Click on the ‘RAMS admin’ on the control panel

If the submitted RAMS is under review by the RAMS approver, the ‘user name, date and time’ will be displayed in the ‘Under review by’ column’



Click on view the awaiting approval RAMS

When the user views the submitted RAMS, they will see an approval table with 2 columns ‘Requires assessment by’ and ‘Approved by’.

The ‘Requires assessment by’ column will display the RAMS approvers in the format ‘User name, Company and phone number’.

The ‘Approved by’ column will display the status of the RAMS.

14.01.01 RAMS awaiting approval

If the RAMS is still awaiting approval, a message will be displayed at the top of the ‘Approved by’ column ‘Still awaiting approval’

Requires assessment by	Approved by
Gareth Rambridge (Banyard Solutions) (01483 413770)	Still awaiting approval

14.01.02RAMS approved

If the RAMS has been approved, a message will be displayed in the Approved by column ‘User name on date’

Requires assessment by	Approved by
Gareth Rambridge (Banyard Solutions) (01483 413770)	Gareth Rambridge on 10/10/2012

14.01.03 RAMS under review

If the RAMS are under review by a RAMS approver, the following message will be displayed. ‘Already under review by Username, date and time’

Already under review by Gareth Rambridge on 10/10/2012 12:23

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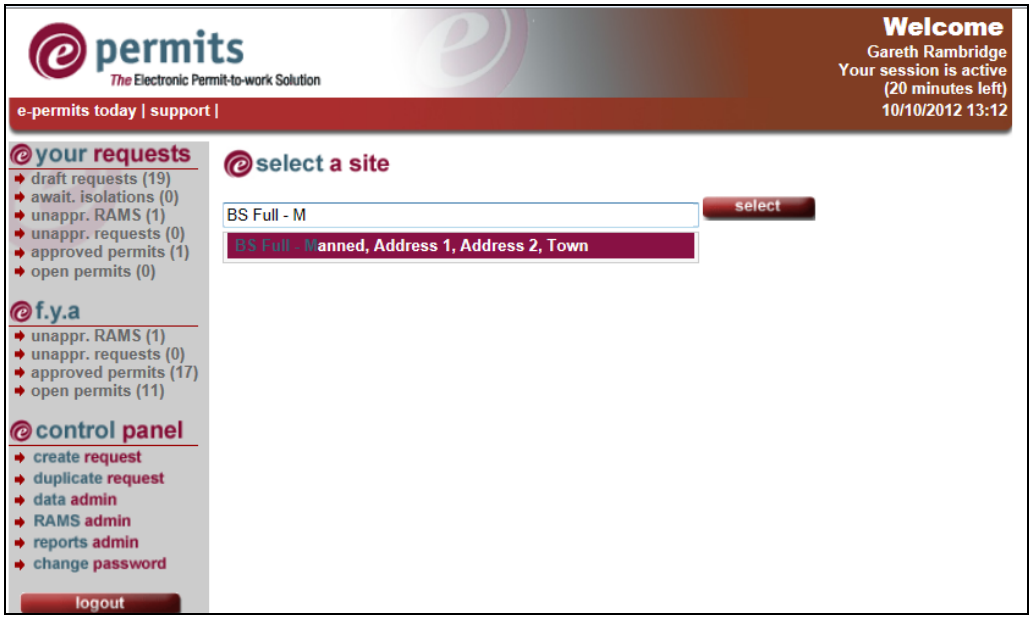
15. How to make a Request

A Requestor initially makes a request for an Access permit. e-permits will automatically prompt you for more information if high-risk permits are required for the work.

By clicking on 'Create request' in the Control panel the user is asked which site they would like to make a request for.

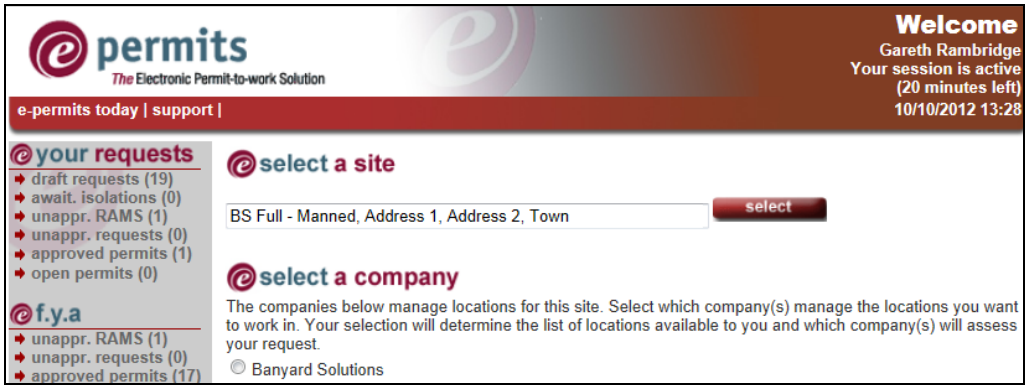
15.01.01 Site name search field

For users belonging to a company that is linked to more than 20 sites, will have the ability to type any part of the sitename or address in a google style site search field.



Once the site has been selected, 'Select a company' will appear with a list of company(s).

These companies manage locations for the site. Select which company(s) manage the locations you want to work in. Your selection will determine the list of locations available to you and which company(s) will assess your request.


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:28
e-permits today | support |
your requests
draft requests (19)
await. isolations (0)
unappr. RAMS (1)
unappr. requests (0)
approved permits (1)
open permits (0)
f.y.a
unappr. RAMS (1)
unappr. requests (0)
approved permits (17)
select a site
BS Full - Manned, Address 1, Address 2, Town
select
select a company
The companies below manage locations for this site. Select which company(s) manage the locations you want to work in. Your selection will determine the list of locations available to you and which company(s) will assess your request.
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Click on

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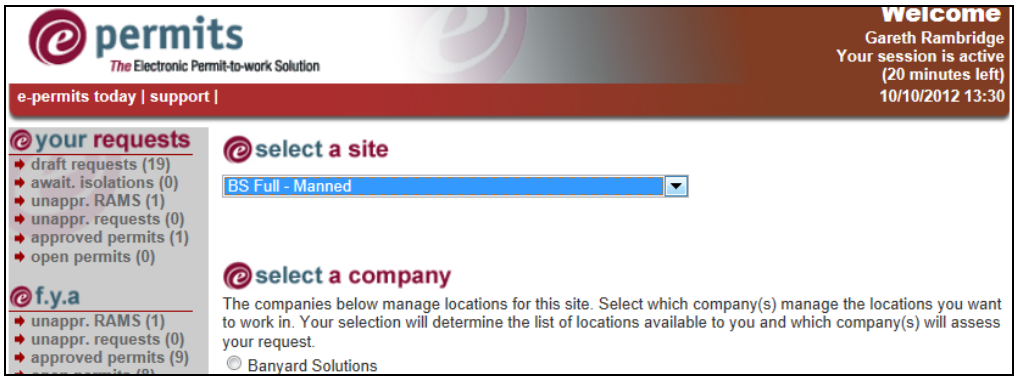
15.01.02 Site name dropdown list

For users belonging to a company that is linked to less than 20 sites, will have the ability to select their sites from a site name dropdown list.


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:30
e-permits today | support |
your requests
draft requests (19)
await. isolations (0)
unappr. RAMS (1)
unappr. requests (0)
approved permits (1)
open permits (0)
f.y.a
unappr. RAMS (1)
unappr. requests (0)
approved permits (9)
select a site
BS Full - Manned
select a company
The companies below manage locations for this site. Select which company(s) manage the locations you want to work in. Your selection will determine the list of locations available to you and which company(s) will assess your request.
Banyard Solutions

Once the site has been selected, 'Select a company' will appear with a list of company(s).

These companies manage locations for the site. Select which company(s) manage the locations you want to work in. Your selection will determine the list of locations available to you and which company(s) will assess your request.

Click on confirm

There are then three steps to follow:

15.01.03 Step 1: who and when

15.01.04 Work order number

Enter a Work request number from your company's numbering sequence

15.01.05 Company name

If the user has access to create a request for another company, the company name search field will be available. This will automatically default to the users own company name but if they wish to change the company name, this can be done by following the steps below.

Click change Type any part of the company name in the company name search field
Click verify verify
Select the company
Click confirm confirm

If the user can only make requests for their own company, the company name field will default to the users own company name and the user will not be able to search for other companies.

15.01.06 Competent person

Select a Competent person to work alone or be responsible for a team

15.01.07 Other personnel to work with competent person

Select other personnel to work with the competent person

tip: If the personnel you need are not on-screen, click add user and add them as a user

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15.01.08 When will the work be done?

Enter the date and time for the work to start and finish and click next step.

15.01.09 Step 2: where, what, why and how

If you know the Location, select it, or filter down using Zone and Location type
tip: You can select multiple Locations by leaving locations blank i.e. Roof, M&E plant rooms
tip: Wide selections of Locations increase the chance of clashes and rejection

Select a Service from the drop-down and then Items to work on
tip: You can select multiple Items on the Service by leaving Items blank
tip: Wide selections of Items increase the chance of clashes and rejection

Select the Activity type that will be done from the drop-down

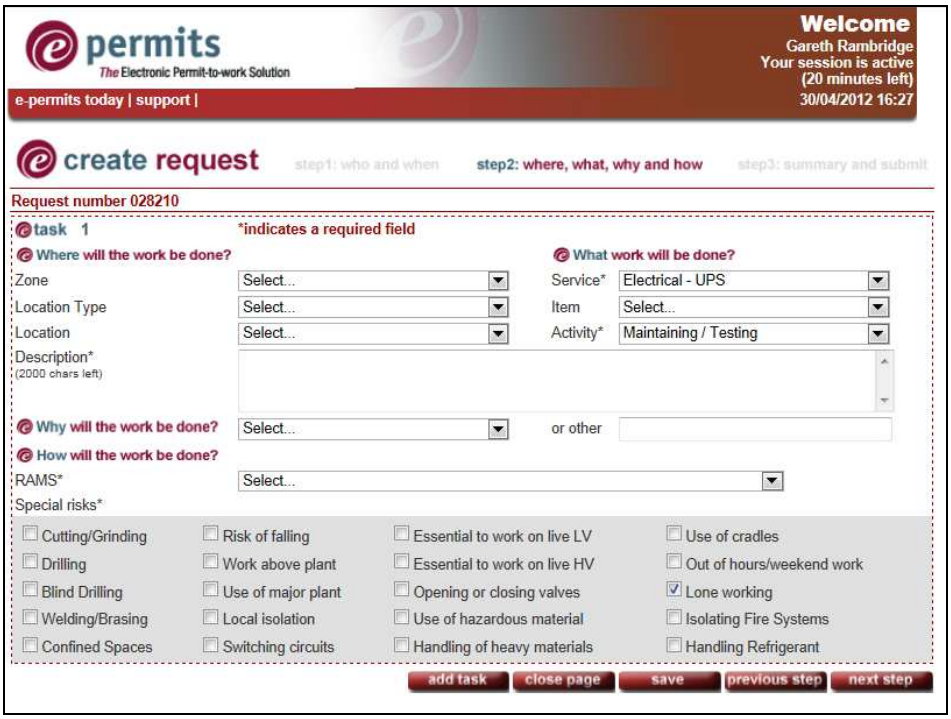
Describe the task to be done in free text

Select the reason why the work will be done or add another reason

Approved RAMS are offered that match the Service, Activity and Location selections. Select one by its title and then View it to ensure it is suitable
tip: If you need to submit a new MS, close your draft and select RAMS admin

Selecting Special risks focuses on the specific high risks associated with the task
tip: Some selections automatically trigger high-risk permits and additional questions

If there are additional tasks for the permit select add task or otherwise next step.



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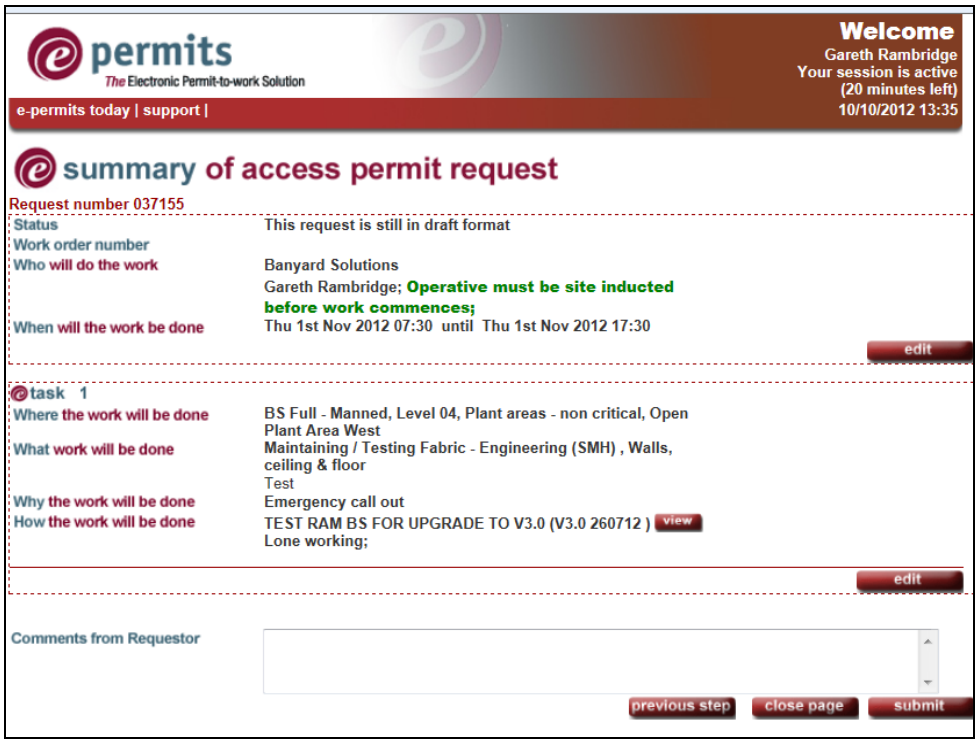
15.02.0 Step 3: Summary and submit

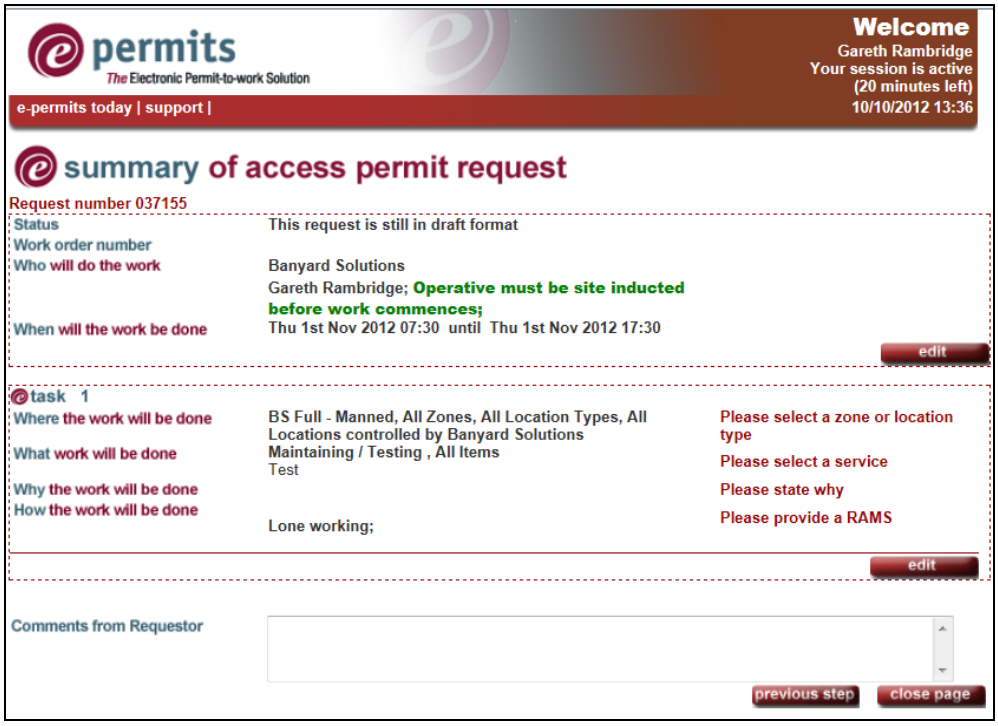
The last page summarises the request and highlights any missing data

Any other relevant information can be added in the Comments field

When the request is complete, the submit button appears


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:35
e-permits today | support |
summary of access permit request
Request number 037155
Status
This request is still in draft format
Work order number
Who will do the work
Banyard Solutions
Gareth Rambridge; Operative must be site inducted before work commences;
When will the work be done
Thu 1st Nov 2012 07:30 until Thu 1st Nov 2012 17:30
edit
task 1
Where the work will be done
BS Full - Manned, Level 04, Plant areas - non critical, Open Plant Area West
What work will be done
Maintaining / Testing Fabric - Engineering (SMH) , Walls, ceiling & floor
Test
Why the work will be done
Emergency call out
How the work will be done
TEST RAM BS FOR UPGRADE TO V3.0 (V3.0 260712)
view
Lone working;
edit
Comments from Requestor
previous step
close page
submit

If any of your selections do not satisfy the criteria set for the property or the work to be undertaken, it will be highlighted on the summary page. For example:


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:36
e-permits today | support |
summary of access permit request
Request number 037155
Status
This request is still in draft format
Work order number
Who will do the work
Banyard Solutions
Gareth Rambridge; Operative must be site inducted before work commences;
When will the work be done
Thu 1st Nov 2012 07:30 until Thu 1st Nov 2012 17:30
edit
task 1
Where the work will be done
BS Full - Manned, All Zones, All Location Types, All Locations controlled by Banyard Solutions
Please select a zone or location type
What work will be done
Maintaining / Testing , All Items
Test
Please select a service
Why the work will be done
Please state why
How the work will be done
Please provide a RAMS
Lone working;
edit
Comments from Requestor
previous step
close page

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16. High-risk permits

e-permits generates the following high-risk permits, when required:

- Hot works
- Fire system impairments
- Work in confined spaces
- Work at height
- Work on / test* electrically isolated equipment
- Work on / test* essentially live equipment
- Electrical isolation
- Electrical Energisation
- Mechanical Isolation
- Mechanical Re-instatement

16.01.01 Hot works

If the work to be done involves grinding, welding or brazing and you should select the Special risk within your Access request, to generate a Hot works permit. If the Hot works requires a Fire system to be isolated, you will also require a Fire system impairment permit and should also select that Special risk.

When you get to step 3 of your request for the Access permit, you will be asked:

'Do you need to isolate fire systems?'

If the answer is 'yes', a draft request will then be generated for the company that is designated to isolate fire systems. If that is not your company your involvement in the Fire system impairment permit ends there, however your request will not be assessed by the Authorised persons (APs) until the fire system contractor has submitted their request to impair the fire system.

When you

your request for Access, you will be taken to the summary page of your Hot works permit request. You will be asked 'when' during the period of Access, the Hot works will take place. You will only be offered dates within the period of access and you should select times that fall within the period of access and conform to the maximum period allowed on that site.

If you stated that fire system(s) required isolation, you should then select which fire systems(s) require isolation, the company that will do the isolation(s) and the current status of those fire system(s).

Below this you will find a series of supplementary questions about the precautions that will be taken for the Hot work to be done safely. The precautions relate to Fire protection, equipment and precautions within 10m of the work.

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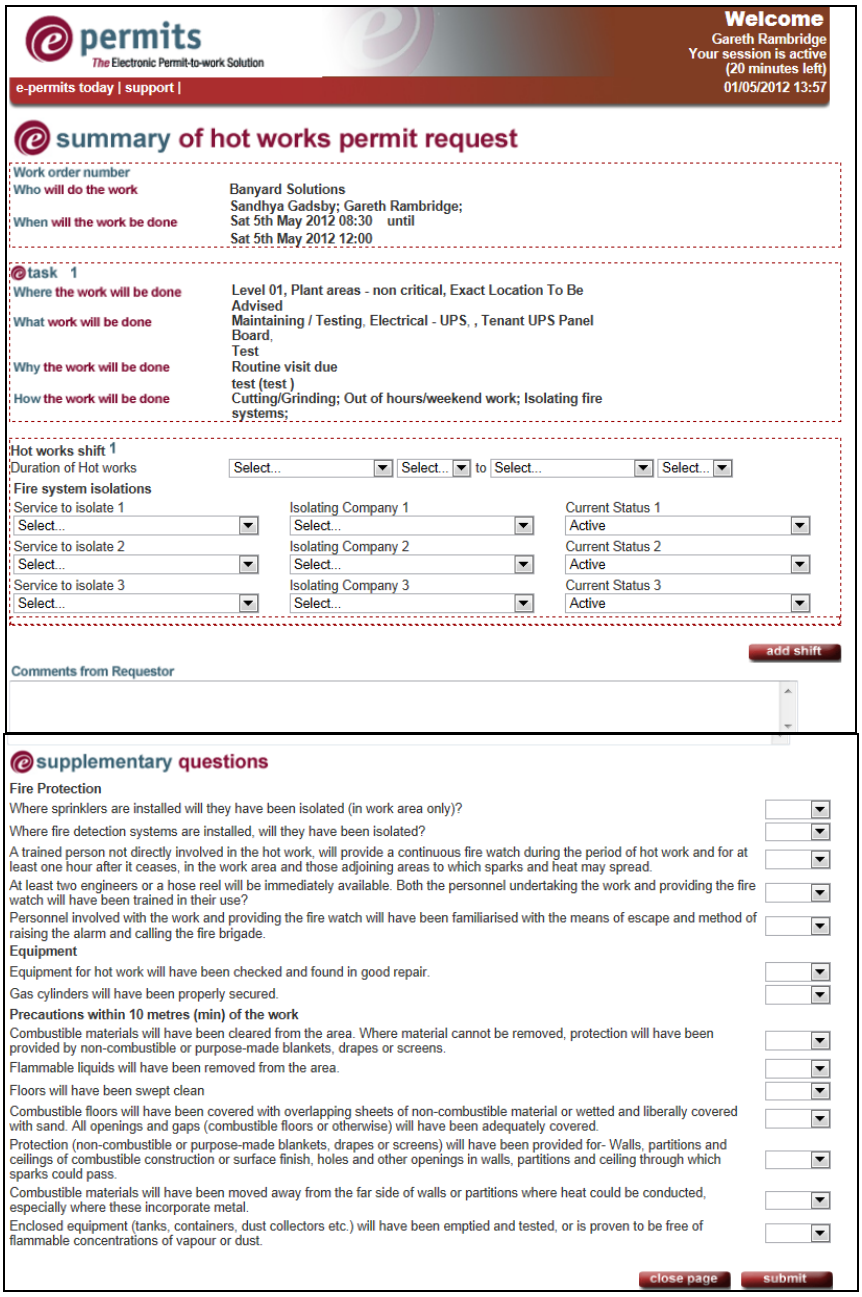
permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
01/05/2012 13:57
e-permits today | support |
summary of hot works permit request
Work order number
Who will do the work
Banyard Solutions
Sandhya Gadsby; Gareth Rambridge;
When will the work be done
Sat 5th May 2012 08:30 until
Sat 5th May 2012 12:00
task 1
Where the work will be done
Level 01, Plant areas - non critical, Exact Location To Be Advised
What work will be done
Maintaining / Testing, Electrical - UPS, , Tenant UPS Panel Board,
Test
Why the work will be done
Routine visit due
test (test)
How the work will be done
Cutting/Grinding; Out of hours/weekend work; Isolating fire systems;
Hot works shift 1
Duration of Hot works
Select... Select... to Select... Select...
Fire system isolations
Service to isolate 1
Isolating Company 1
Current Status 1
Active
Service to isolate 2
Isolating Company 2
Current Status 2
Active
Service to isolate 3
Isolating Company 3
Current Status 3
Active
add shift
Comments from Requestor
supplementary questions
Fire Protection
Where sprinklers are installed will they have been isolated (in work area only)?
Where fire detection systems are installed, will they have been isolated?
A trained person not directly involved in the hot work, will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
At least two engineers or a hose reel will be immediately available. Both the personnel undertaking the work and providing the fire watch will have been trained in their use?
Personnel involved with the work and providing the fire watch will have been familiarised with the means of escape and method of raising the alarm and calling the fire brigade.
Equipment
Equipment for hot work will have been checked and found in good repair.
Gas cylinders will have been properly secured.
Precautions within 10 metres (min) of the work
Combustible materials will have been cleared from the area. Where material cannot be removed, protection will have been provided by non-combustible or purpose-made blankets, drapes or screens.
Flammable liquids will have been removed from the area.
Floors will have been swept clean
Combustible floors will have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) will have been adequately covered.
Protection (non-combustible or purpose-made blankets, drapes or screens) will have been provided for- Walls, partitions and ceilings of combustible construction or surface finish, holes and other openings in walls, partitions and ceiling through which sparks could pass.
Combustible materials will have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
Enclosed equipment (tanks, containers, dust collectors etc.) will have been emptied and tested, or is proven to be free of flammable concentrations of vapour or dust.
close page
submit

You can then submit your request for the Hot works permit.

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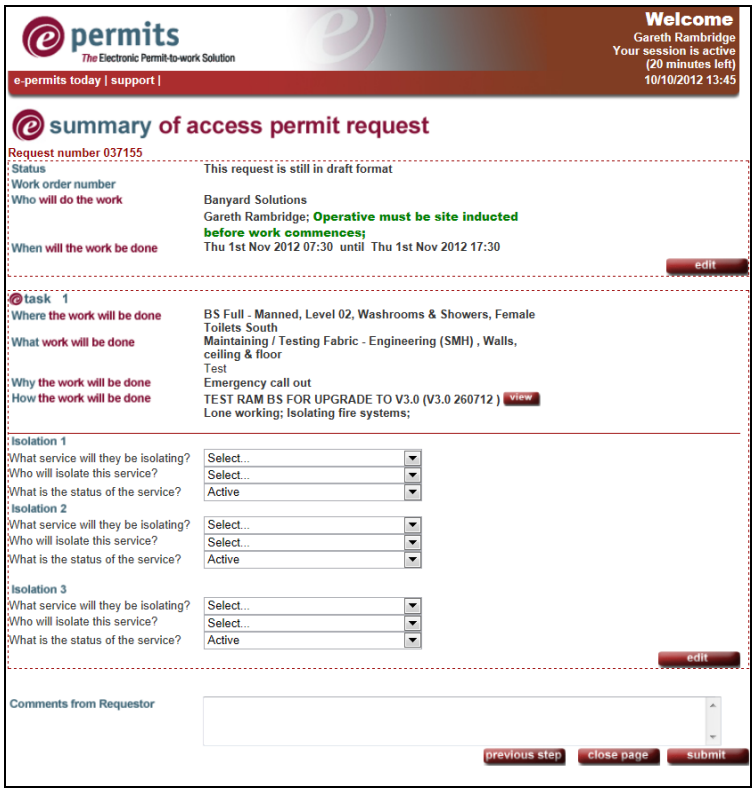
16.01.02 Fire system impairments

If the work to be done requires a Fire system to be isolated and you have selected this Special risk within your Access request, a Permit to impair a Fire system will be required.

When you click next step to go to step 3 of your Access request, you will be taken to the summary page of your Access permit request where you should select which fire system(s) require isolation, the company that will do the isolation and the current status of those fire system(s).


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:45
e-permits today | support |
summary of access permit request
Request number 037155
Status
This request is still in draft format
Work order number
Who will do the work
Banyard Solutions
Gareth Rambridge; Operative must be site inducted before work commences;
When will the work be done
Thu 1st Nov 2012 07:30 until Thu 1st Nov 2012 17:30
edit
task 1
Where the work will be done
BS Full - Manned, Level 02, Washrooms & Showers, Female Toilets South
What work will be done
Maintaining / Testing Fabric - Engineering (SMH) , Walls, ceiling & floor
Test
Why the work will be done
Emergency call out
How the work will be done
TEST RAM BS FOR UPGRADE TO V3.0 (V3.0 260712)
view
Lone working; Isolating fire systems;
Isolation 1
What service will they be isolating?
Who will isolate this service?
What is the status of the service?
Select...
Active
Isolation 2
Isolation 3
edit
Comments from Requestor
previous step
close page
submit

You can then submit your request for the Access permit.

If you are from the company that isolates fire systems and are notified by email, about a draft Fire system permit request for completion, open the draft request and look at the related permits to understand why you are being asked to isolate the Fire system. If you are not sure what you are required to do, contact the Company associated with the Access permit request to find out.

Select the Competent person to do the Fire system impairment and other persons if appropriate and click next step. Select the Location where you will be working using the Zone and Location type filters and select the Item from within the Service.

Then select the Activity of 'Impairing / re-instating'.
The Description of the work and the Reason why have been auto-populated but you can add further detail.

Select your RAMS from the list and click view to check it is the appropriate one. If it is not, save and close the draft request and submit a new RAMS for approval.

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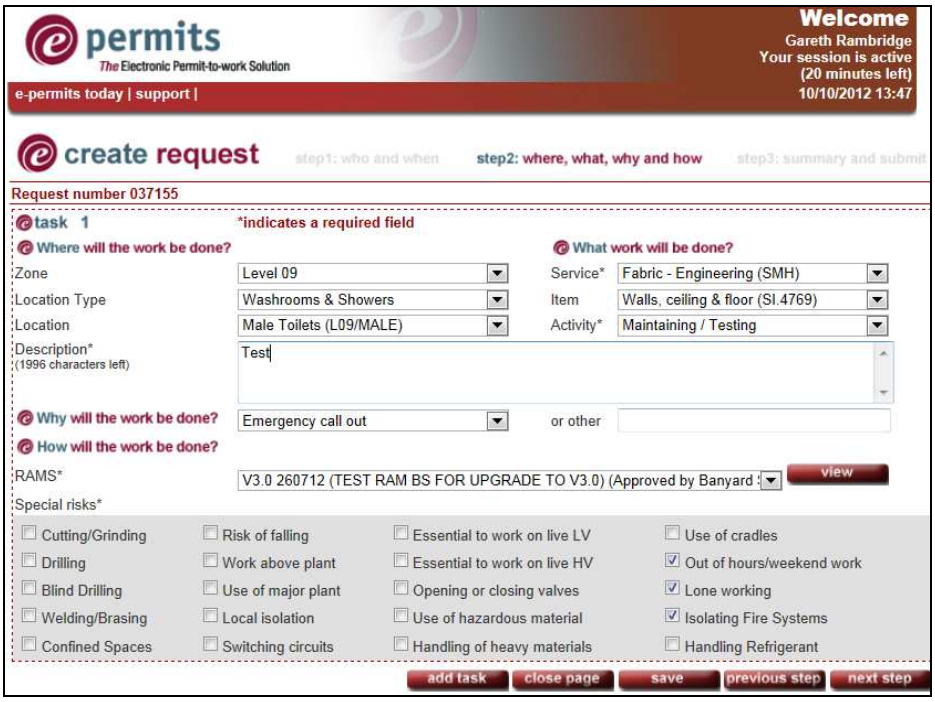

Select any Special risks associated with the work to be done and click next step.

Add any last comments to the request in step 3 and click submit.

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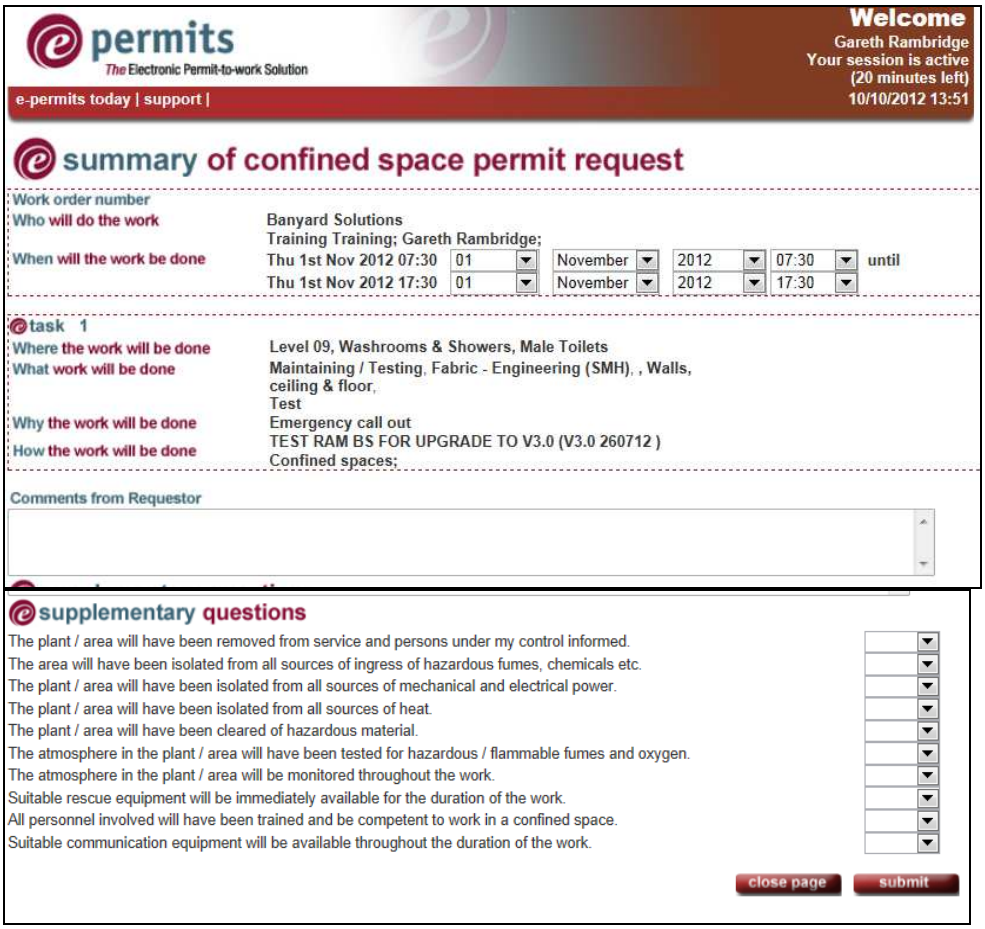
16.01.03 Work in confined spaces

If the work is to be done in a confined space you should select this Special risk to generate a Permit to work in confined spaces.

When you submit your request for Access, you will be taken to the summary page of your Confined space permit request. You will be asked 'when' during the period of Access, the work in the confined space will take place.

Below this you will find a series of supplementary questions about the precautions that will be taken for the work in confined spaces to be done safely.


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:51
e-permits today | support |
summary of confined space permit request
Work order number
Who will do the work
Banyard Solutions
Training Training; Gareth Rambridge;
When will the work be done
Thu 1st Nov 2012 07:30 01 November 2012 07:30 until
Thu 1st Nov 2012 17:30 01 November 2012 17:30
task 1
Where the work will be done
Level 09, Washrooms & Showers, Male Toilets
What work will be done
Maintaining / Testing, Fabric - Engineering (SMH), , Walls, ceiling & floor,
Test
Why the work will be done
Emergency call out
How the work will be done
TEST RAM BS FOR UPGRADE TO V3.0 (V3.0 260712)
Confined spaces;
Comments from Requestor
supplementary questions
The plant / area will have been removed from service and persons under my control informed.
The area will have been isolated from all sources of ingress of hazardous fumes, chemicals etc.
The plant / area will have been isolated from all sources of mechanical and electrical power.
The plant / area will have been isolated from all sources of heat.
The plant / area will have been cleared of hazardous material.
The atmosphere in the plant / area will have been tested for hazardous / flammable fumes and oxygen.
The atmosphere in the plant / area will be monitored throughout the work.
Suitable rescue equipment will be immediately available for the duration of the work.
All personnel involved will have been trained and be competent to work in a confined space.
Suitable communication equipment will be available throughout the duration of the work.
close page
submit

You can then submit your request for the Confined spaces permit.

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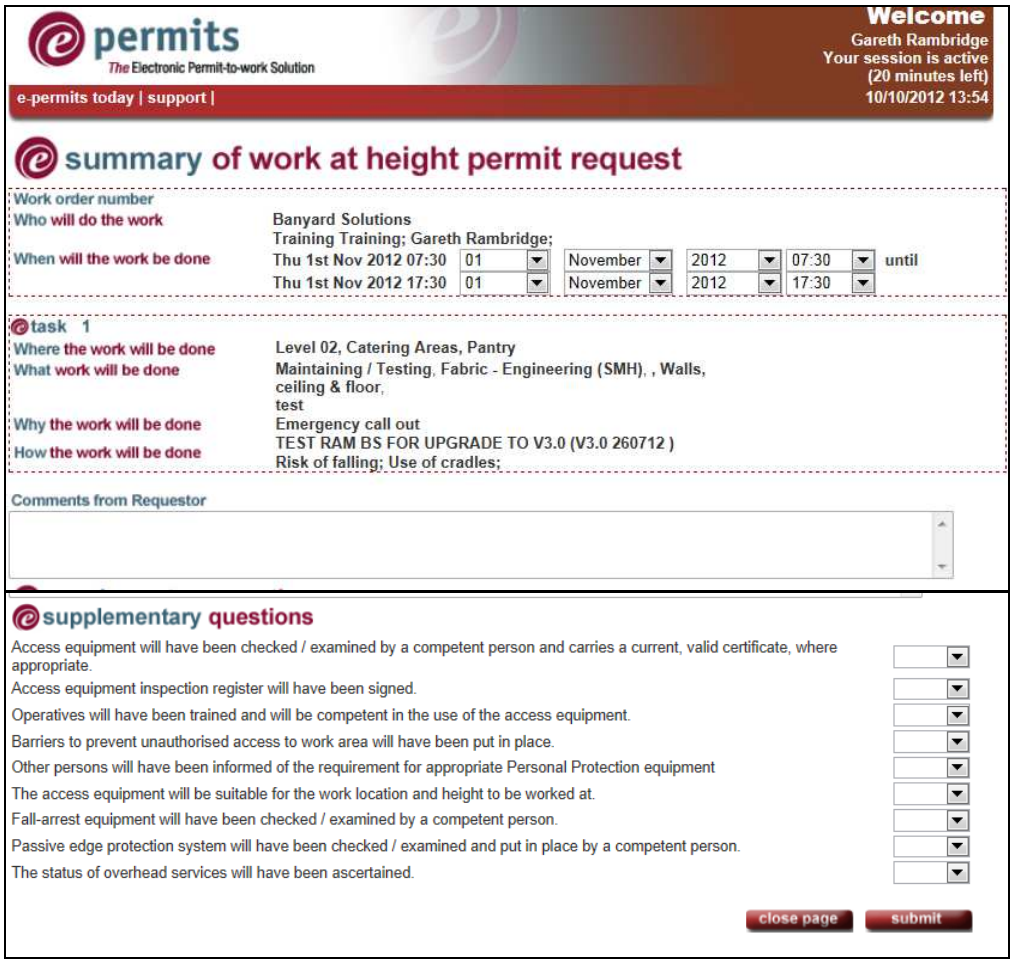
16.01.04 Work at height

If the work is to be done at height or there is a risk of falling you should select the Special risk 'Risk of falling' to generate a Permit to work at height.

When you submit your request for Access, you will be taken to the summary page of your Permit to work at height request. You will be asked 'when' during the period of Access, the work at height will take place.

Below this you will find a series of supplementary questions about the precautions that will be taken for the work at height to be done safely.


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 13:54
e-permits today | support |
summary of work at height permit request
Work order number
Who will do the work
Banyard Solutions
Training Training; Gareth Rambridge;
When will the work be done
Thu 1st Nov 2012 07:30 01 November 2012 07:30 until
Thu 1st Nov 2012 17:30 01 November 2012 17:30
task 1
Where the work will be done
Level 02, Catering Areas, Pantry
What work will be done
Maintaining / Testing, Fabric - Engineering (SMH), , Walls, ceiling & floor,
test
Why the work will be done
Emergency call out
How the work will be done
TEST RAM BS FOR UPGRADE TO V3.0 (V3.0 260712)
Risk of falling; Use of cradles;
Comments from Requestor
supplementary questions
Access equipment will have been checked / examined by a competent person and carries a current, valid certificate, where appropriate.
Access equipment inspection register will have been signed.
Operatives will have been trained and will be competent in the use of the access equipment.
Barriers to prevent unauthorised access to work area will have been put in place.
Other persons will have been informed of the requirement for appropriate Personal Protection equipment
The access equipment will be suitable for the work location and height to be worked at.
Fall-arrest equipment will have been checked / examined by a competent person.
Passive edge protection system will have been checked / examined and put in place by a competent person.
The status of overhead services will have been ascertained.
close page
submit

You can then submit your request for the Work at height permit.

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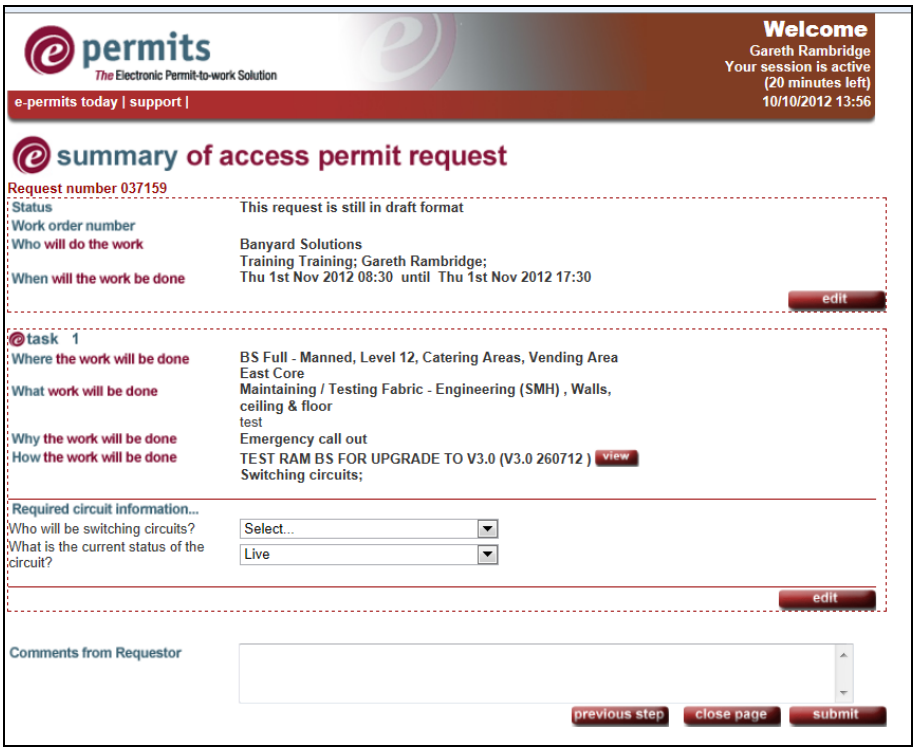
16.01.05 Work on / test* electrically isolated equipment

If the work to be done requires electrical circuits to be switched off at a distribution board, rather than a local isolator you should select the Special risk 'Switching circuits' to generate a Permit to work on / test electrically isolated equipment and two Permits to Switch circuits.

When you get to step 3 of your request for the Access permit, you will be asked:

'Who will be switching the circuits?' and

'What is the current status of the circuit?'



You can then submit your request for the Access permit.

Two draft requests will be generated for the company that is designated to switch electrical circuits. If that is not your company, your involvement in the electrical circuit switching permits ends there, however your request will not be assessed by the Authorised persons (APs) until the electrical contractor has submitted their requests to switch the circuits.

The Permit to work on / test electrically isolated equipment will be generated for the Electrical contractor isolating the circuit and will be presented to you once you have witnessed the circuit is dead and safe to work on.

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16.01.06 Isolation / Energisation permit requests

If you are notified by email, about draft Access permit requests for completion, to isolate and energise circuits, first complete the isolation permit by selecting draft requests (2) shown in e-permits today and clicking on edit. Look at the Related permits in step 1 to understand why you are being asked to switch the circuits. If you are not sure what you are required to do, contact the Company associated with the Access permit request to find out.

Select the Competent person to do the work and other persons if appropriate and click next step. Note, the time information on the Access permit to switch off the circuit, has been auto-populated with the first hour of the other contractor's Access permit, so that they can witness the isolation. This time can be amended.

Select the Location of the distribution board using the Zone and Location type filters and select the Item (dist board) from within Service (Electrical – LV or HV).

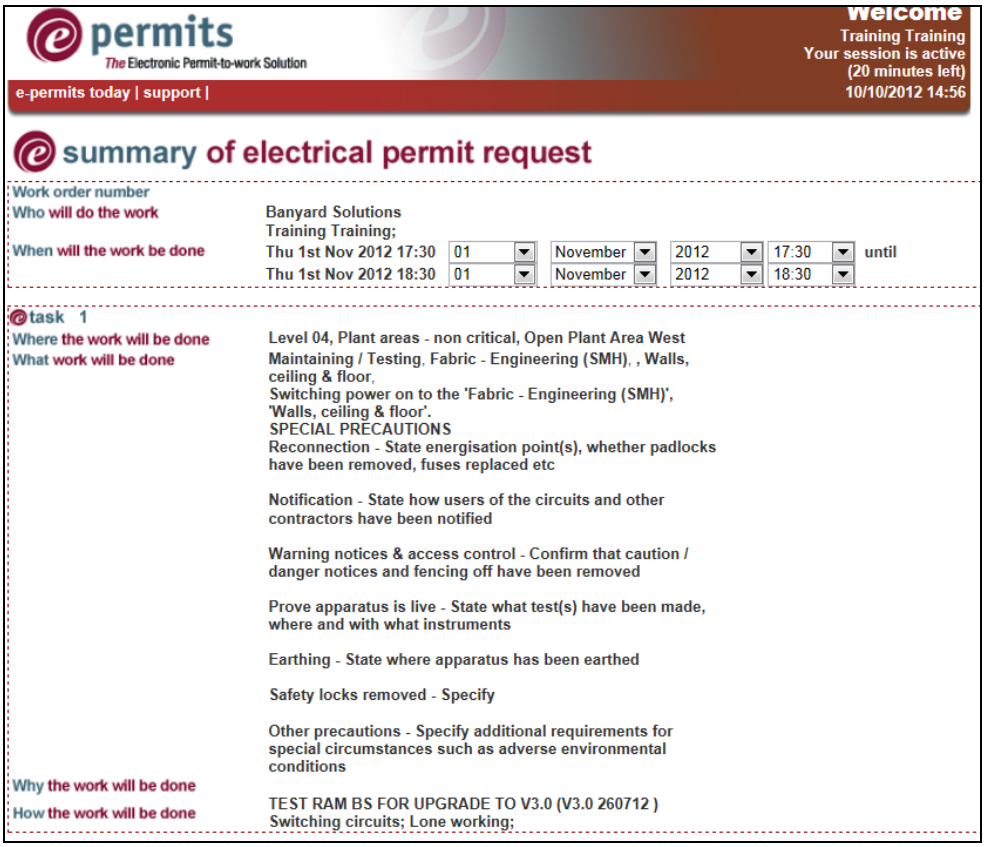
Then select the Activity of 'Switching / Turning - on or off'.

The Description of the work and the Reason why have been auto-populated but you can add further detail.

Select your RAMS from the list and click view to check it is the appropriate one. If it is not save and close the draft request and submit a new RAMS for approval.

Select any Special risks associated with the work to be done and click next step.

You will then be presented with the summary of your access permit to switch electrical circuits. Add any last comments to the request. You will then find a series of supplementary questions about the precautions that will be taken for the isolation to be done safely.


permits
The Electronic Permit-to-work Solution
Welcome
Training Training
Your session is active
(20 minutes left)
10/10/2012 14:56
e-permits today | support |
summary of electrical permit request
Work order number
Who will do the work
Banyard Solutions
Training Training;
When will the work be done
Thu 1st Nov 2012 17:30 01 November 2012 17:30 until
Thu 1st Nov 2012 18:30 01 November 2012 18:30
task 1
Where the work will be done
Level 04, Plant areas - non critical, Open Plant Area West
What work will be done
Maintaining / Testing, Fabric - Engineering (SMH), , Walls, ceiling & floor,
Switching power on to the 'Fabric - Engineering (SMH)', 'Walls, ceiling & floor'.
SPECIAL PRECAUTIONS
Reconnection - State energisation point(s), whether padlocks have been removed, fuses replaced etc
Notification - State how users of the circuits and other contractors have been notified
Warning notices & access control - Confirm that caution / danger notices and fencing off have been removed
Prove apparatus is live - State what test(s) have been made, where and with what instruments
Earthing - State where apparatus has been earthed
Safety locks removed - Specify
Other precautions - Specify additional requirements for special circumstances such as adverse environmental conditions
Why the work will be done
How the work will be done
TEST RAM BS FOR UPGRADE TO V3.0 (V3.0 260712)
Switching circuits; Lone working;

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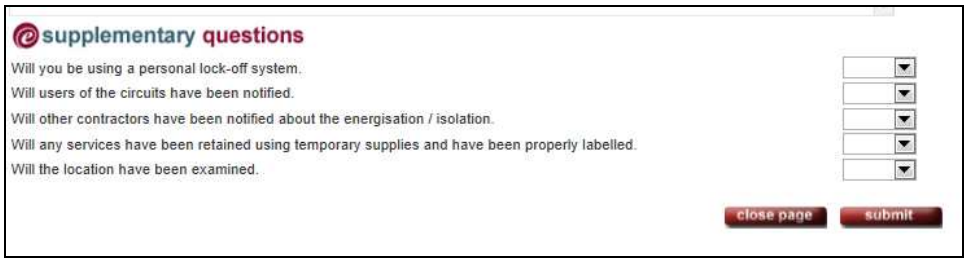

supplementary questions
Will you be using a personal lock-off system.
Will users of the circuits have been notified.
Will other contractors have been notified about the energisation / isolation.
Will any services have been retained using temporary supplies and have been properly labelled.
Will the location have been examined.
close page
submit

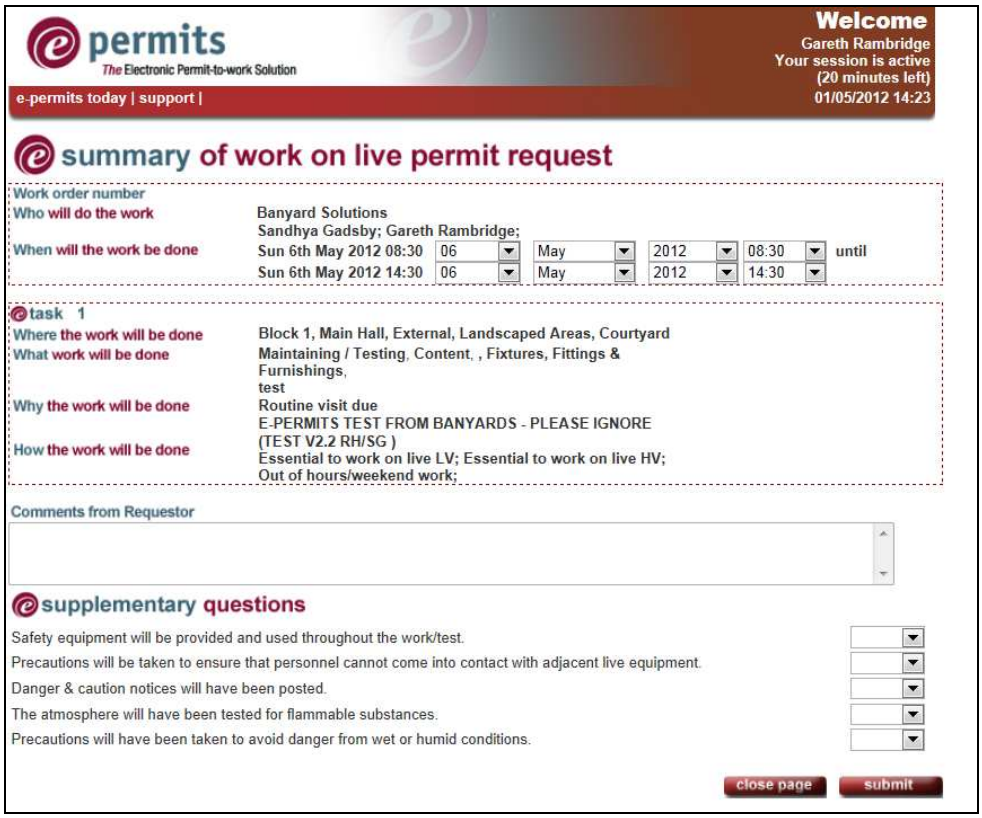
You can then submit your request for switching electrical circuits permit.

Then complete the draft Energisation permit request in the same manner. Note, the Description includes Safety precautions to be taken and the default duration is the hour after the other contractor's Access permit closes.

Authorised Persons will not receive any requests for assessment until all the Related requests have been submitted.

16.01.07 Work on / test* essentially live equipment

If it is essential that work is done while equipment is Live, you should select the Special risk 'Essential to work on live equipment' to generate a Permit to work on / test essentially live equipment as well as your Access permit.


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
01/05/2012 14:23
e-permits today | support |
summary of work on live permit request
Work order number
Who will do the work
Banyard Solutions
Sandhya Gadsby; Gareth Rambridge;
When will the work be done
Sun 6th May 2012 08:30 06 May 2012 08:30 until
Sun 6th May 2012 14:30 06 May 2012 14:30
task 1
Where the work will be done
Block 1, Main Hall, External, Landscaped Areas, Courtyard
What work will be done
Maintaining / Testing, Content, , Fixtures, Fittings & Furnishings,
test
Why the work will be done
Routine visit due
How the work will be done
E-PERMITS TEST FROM BANYARDS - PLEASE IGNORE (TEST V2.2 RH/SG)
Essential to work on live LV; Essential to work on live HV;
Out of hours/weekend work;
Comments from Requestor
supplementary questions
Safety equipment will be provided and used throughout the work/test.
Precautions will be taken to ensure that personnel cannot come into contact with adjacent live equipment.
Danger & caution notices will have been posted.
The atmosphere will have been tested for flammable substances.
Precautions will have been taken to avoid danger from wet or humid conditions.
close page
submit

If the circuits need to be energised before they can be worked on live, you should select the Special risks 'Essential to work on live equipment' and 'Switching circuits' to generate the Access permit, a Permit to work on / test essentially live equipment and the Energisation and Isolation permits.

When you get to step 3 of your request for the Access permit, you will be asked:

'Who will be switching the circuits?' and

'What is the current status of the circuit?'

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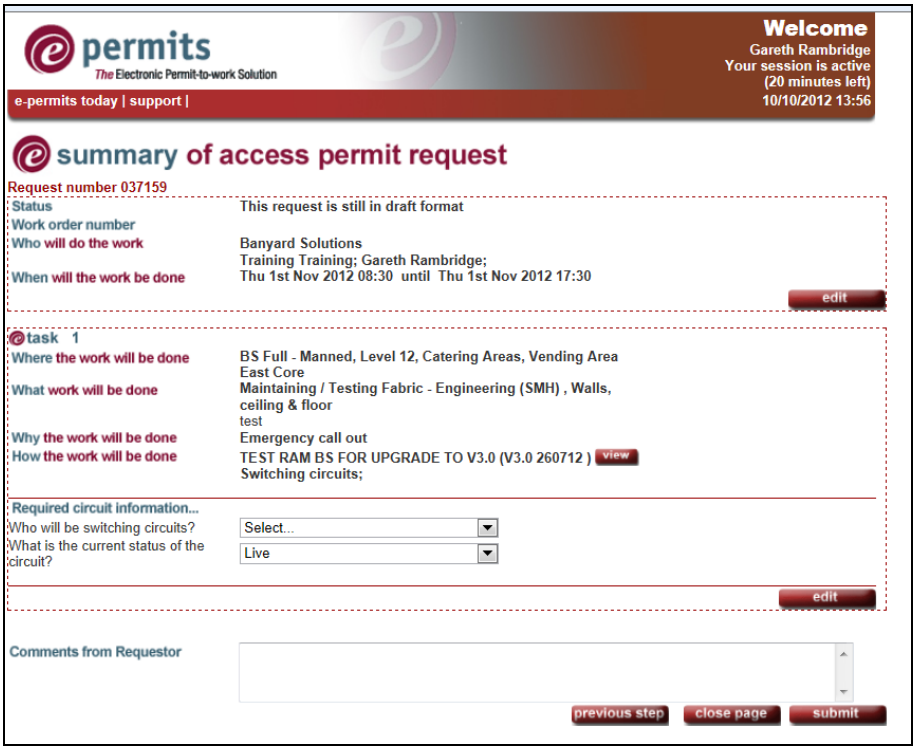

You can then your request for the Access permit.

Two draft requests will be generated for the company that is designated to switch electrical circuits. If that is not your company, your involvement in the electrical circuit switching permits ends there, however your request will not be assessed by the Authorised persons (APs) until the electrical contractor has submitted their requests to switch the circuits.

The Permit to work on / test essentially live equipment will be generated for the Electrical contractor energising the circuit and will be presented to you once you have witnessed the circuit is live and safe to work on.

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16.01.08 Energisation / Isolation permit requests

If you are notified by email, about draft Access permit requests for completion, to energise and isolate circuits, first complete the energisation permit by selecting draft requests (2) shown in e-permits today and clicking on edit. Look at the Related permits in step 1 to understand why you are being asked to switch the circuits. If you are not sure what you are required to do, contact the Company associated with the Access permit request to find out.

Select the Competent person to do the work and other persons if appropriate and click next step. Note, the time information on the Access permit to switch on the circuit, has been auto-populated with the first hour of the other contractor's Access permit, so that they can witness the energisation. This time can be amended.

Select the Location of the distribution board using the Zone and Location type filters and select the Item (dist board) from within Service (Electrical – LV or HV).

Then select the Activity of 'Switching / Turning - on or off'.

The Description of the work (including Safety precautions) and the Reason why have been auto-populated but you can add further detail.

Select your RAMS from the list and click view to check it is the appropriate one. If it is not save and close the draft request and submit a new RAMS for approval.

Select any Special risks associated with the work to be done and click next step.

Add any last comments to the request. You will then find a series of supplementary questions about the precautions that will be taken for the energisation to be done safely. You can then submit your request for the Access permit.

Then complete the draft Isolation permit request in the same manner. Note: the Description includes Safety precautions to be taken and the default duration is the hour after the other contractor's Access permit closes.

Note: If the equipment is to remain live after the work has been done, delete the draft Isolation permit.

Authorised Persons will not receive any requests for assessment until all the Related requests have been submitted.

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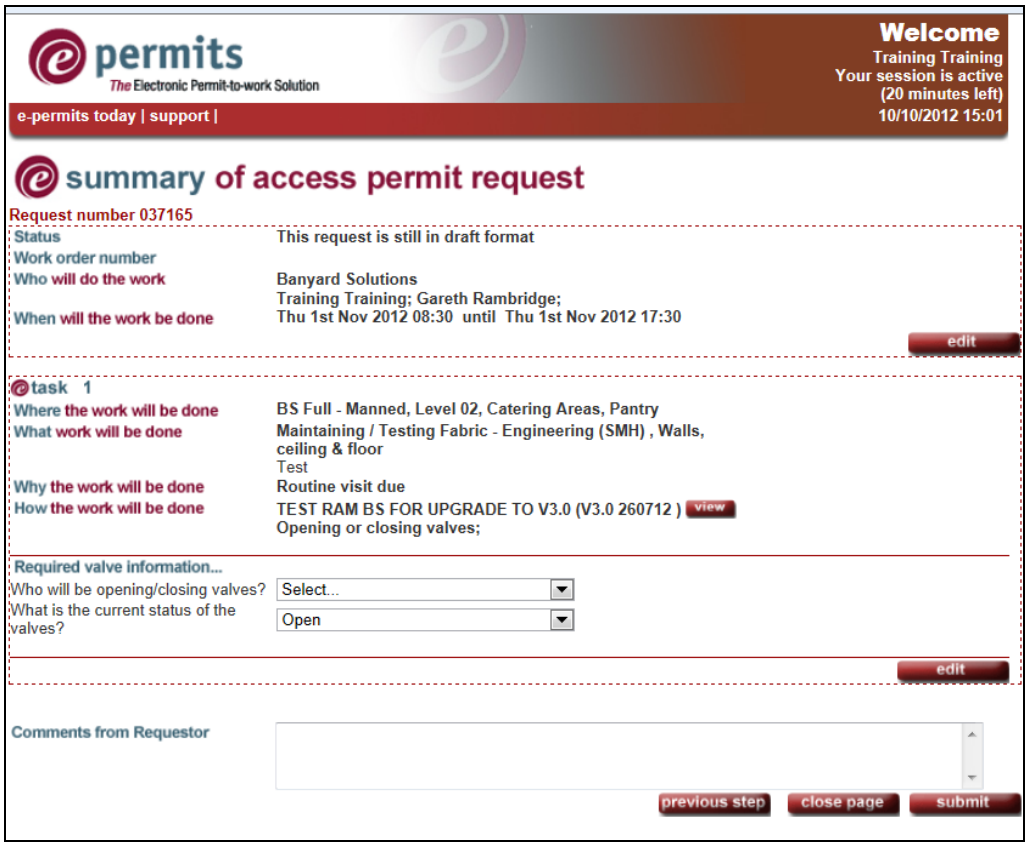
16.01.09Mechanical permit requests

If the work to be done requires opening/closing valves, you should select the special risk ‘Opening/Closing valves’ to generate a Mechanical Re-instatement permit, mechanical isolation permit as well as your Access permit

When you get to step 3 of your request for the Access permit, you will be asked:

‘Who will be opening/closing valves? and

‘What is the current status of the valves?’


permits
The Electronic Permit-to-work Solution
Welcome
Training Training
Your session is active
(20 minutes left)
10/10/2012 15:01
e-permits today | support |
summary of access permit request
Request number 037165
Status
This request is still in draft format
Work order number
Who will do the work
Banyard Solutions
Training Training; Gareth Rambridge;
When will the work be done
Thu 1st Nov 2012 08:30 until Thu 1st Nov 2012 17:30
edit
task 1
Where the work will be done
BS Full - Manned, Level 02, Catering Areas, Pantry
What work will be done
Maintaining / Testing Fabric - Engineering (SMH) , Walls, ceiling & floor
Test
Why the work will be done
Routine visit due
How the work will be done
TEST RAM BS FOR UPGRADE TO V3.0 (V3.0 260712)
view
Opening or closing valves;
Required valve information...
Who will be opening/closing valves?
Select...
What is the current status of the valves?
Open
edit
Comments from Requestor
previous step
close page
submit

You can then your request for the Access permit.

Two draft requests will be generated for the company that is designated to opening/closing valves. If that is not your company, your involvement in the mechanical permits ends there, however your request will not be assessed by the Authorised persons (APs) until the Mechanical contractor has submitted their requests to opening/closing valves.

The ‘Mechanical Re-instatement permit’ and ‘Mechanical Isolation permit’ will be generated for the mechanical contractor and will be presented to you once you have witnessed the opening/closing valve is safe to work on.

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17 Generating permits – Unmanned Sites

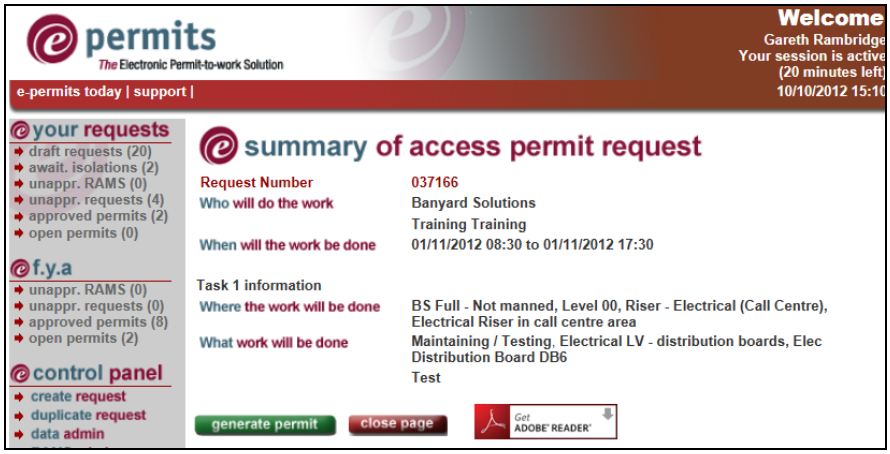
When the site is not manned and the permit is fully approved, the following persons will be able to print, permits for their own company:

- All requestors from the company doing the work
- Competent person from the company doing the work on the permit
- Issuer(s)

Requestors from the Company doing the work and the CP will not be able to Print, Isolation permits from other Companies associated with their permits.

When the site is not manned and the Isolation permit is fully approved, the following person(s) will see the approved isolation permits for their attention and be able to print permits:

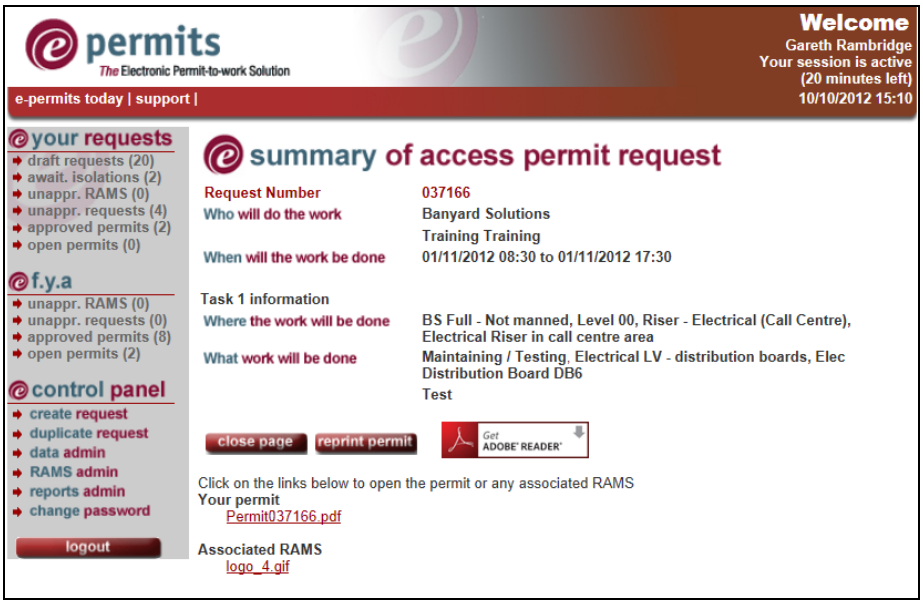
- All the requestors from the companies performing the isolations
- The competent person on the permit from the companies performing the isolations
- Issuers


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 15:10
e-permits today | support |
your requests
draft requests (20)
await. isolations (2)
unappr. RAMS (0)
unappr. requests (4)
approved permits (2)
open permits (0)
f.y.a
unappr. RAMS (0)
unappr. requests (0)
approved permits (8)
open permits (2)
control panel
create request
duplicate request
data admin
summary of access permit request
Request Number 037166
Who will do the work Banyard Solutions
Training Training
When will the work be done 01/11/2012 08:30 to 01/11/2012 17:30
Task 1 information
Where the work will be done BS Full - Not manned, Level 00, Riser - Electrical (Call Centre), Electrical Riser in call centre area
What work will be done Maintaining / Testing, Electrical LV - distribution boards, Elec Distribution Board DB6
Test
generate permit
close page
Get ADOBE READER

To generate permits for unmanned site permits you will need to click the Approved Permits F.Y.A. and Click view next to the permit you need to print and it will open a summary page detailing the first task.

Check it is the correct one, select whether you want to print the RAMS documents as well, tick the box and then click generate permit .

The generate permit button will provide links below to open the permit in a pdf format.



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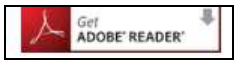
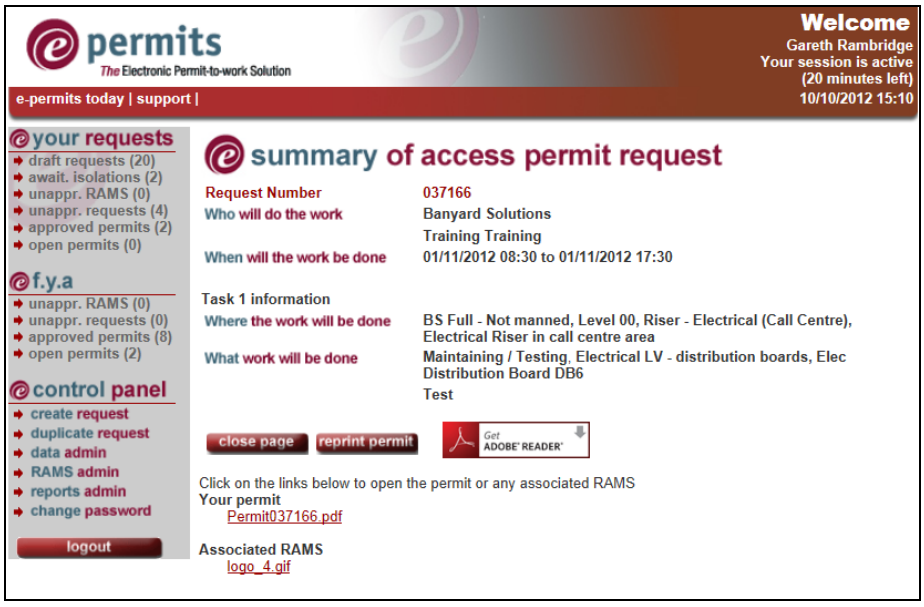
By clicking the link ‘Permit01234.pdf’ link, the document will open in a pdf format. You will be able to print and email the pdf from within the functionality offered by Adobe and also be able to save the permit to the file destination of your choice.

If you do not have adobe pdf functionality installed on your machine, you will be able to download Adobe Reader via a link next to the generate permit button called

‘Download Adobe reader free’ 

This will open a separate internet page directing to the adobe reader download page for free via adobe website.
The generate button will also display links for any associated RAMS, which will be displayed under the Permit pdf link.



By clicking the link this will open the document in the format that the RAMS were uploaded originally.

You can then select either close page or reprint permit.
On a page displaying approved requests for your attention, those that have been printed will have an icon of a printer next to them.

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18 Issuing permits – Unmanned Sites

When the site is not manned and the permit is fully approved and printed, the following persons will be able to Issue permits for their own company:

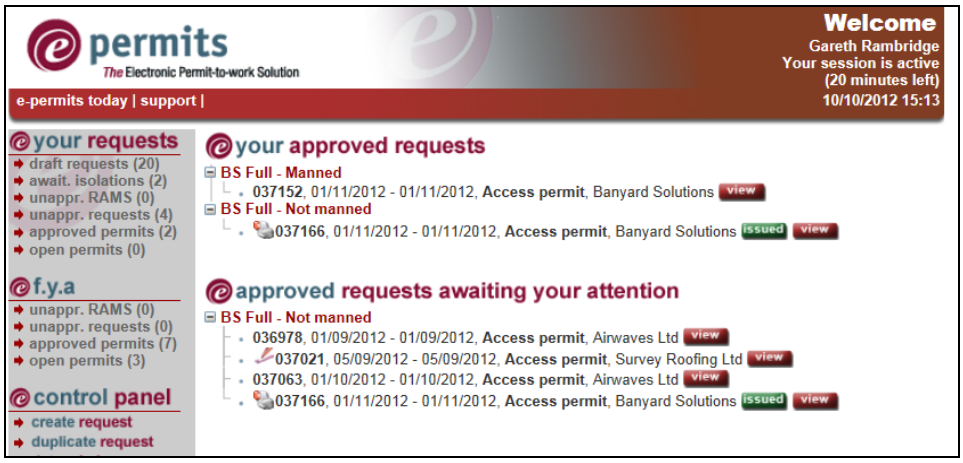
- All requestors from the company doing the work
- Competent person from the company doing the work on the permit
- Issuer(s)

Requestors from the Company doing the work and the CP will not be able to issue, Isolation permits from other Companies associated with their permits.

When the site is not manned and the Isolation permit is fully approved and printed, the following person(s) will see the approved isolation permits for their attention and be able to Issue

- All the requestors from the companies performing the isolations
- The competent person on the permit from the companies performing the isolations
- Issuers

The system should then be updated to reflect that the physical permit has been issued. By selecting approved (1) permits for your attention within the e-permits today page it will display the permits for issuing.


permits
The Electronic Permit-to-work Solution
Welcome
Gareth Rambridge
Your session is active
(20 minutes left)
10/10/2012 15:13
e-permits today | support |
your requests
draft requests (20)
await. isolations (2)
unappr. RAMS (0)
unappr. requests (4)
approved permits (2)
open permits (0)
f.y.a
unappr. RAMS (0)
unappr. requests (0)
approved permits (7)
open permits (3)
control panel
create request
duplicate request
your approved requests
BS Full - Manned
037152, 01/11/2012 - 01/11/2012, Access permit, Banyard Solutions view
BS Full - Not manned
037166, 01/11/2012 - 01/11/2012, Access permit, Banyard Solutions issued view
approved requests awaiting your attention
BS Full - Not manned
036978, 01/09/2012 - 01/09/2012, Access permit, Airwaves Ltd view
037021, 05/09/2012 - 05/09/2012, Access permit, Survey Roofing Ltd view
037063, 01/10/2012 - 01/10/2012, Access permit, Airwaves Ltd view
037166, 01/11/2012 - 01/11/2012, Access permit, Banyard Solutions issued view

Click view next to the permit if you need to check it is the correct one to issue, and then select close page. To register that you have issued the permit, click issued. The permits can be issued in sequence with the Access permit first, then the high-risk permits. Issued permits display an icon.

If the wrong competent person arrives on site or a team member is not listed on the permit, the permit should not be issued. Ask the Requestor to create a duplicate of the incorrect permit, change the names and submit the permit for approval.

- The following warning statement will be printed on access permits for sites which are not manned:

WARNING - Your work requires Isolations to be in place. Do not commence work that relies on isolations being in place until they have been proven to you.

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19. Tracking requests

Your e-permits today page displays the number of requests for each site that are: awaiting your approval; have been approved, are overdue for issue, open or overdue for closure. By clicking on the statistic and Request of interest you can view the Request and monitor its progress.

By viewing an unapproved Request you can see who still has to assess it. Next to the AP's name you will find contact details for progress chasing approval.

On approved permits that are overdue for issue; you can see the Company, the Competent person and the date/time they were due to collect their Permit. The Competent person may need to be contacted or the work re-scheduled and a duplicate request raised.

You can see how many Permits are currently open and how many of them are high-risk Permits. You can also view a summary of each one.

A Permit overdue for closure indicates that the work may have overrun which will require a duplicate request to be raised. It could indicate that an engineer requires help or it may be that the Permit has not been returned to the Permit Office for closure. The Competent person should be contacted to ascertain the true situation.

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20. Closing permits – Unmanned Sites

When the site is not manned and the permit is fully approved and printed, the following persons will be able to close permits for their own company:

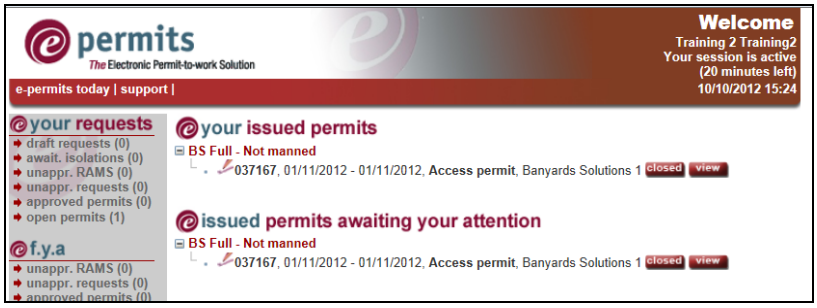
- All requestors from the company doing the work
- Competent person from the company doing the work on the permit
- Issuer(s)

Requestors from the Company doing the work and the CP will not be able to issue, Isolation permits from other Companies associated with their permits.

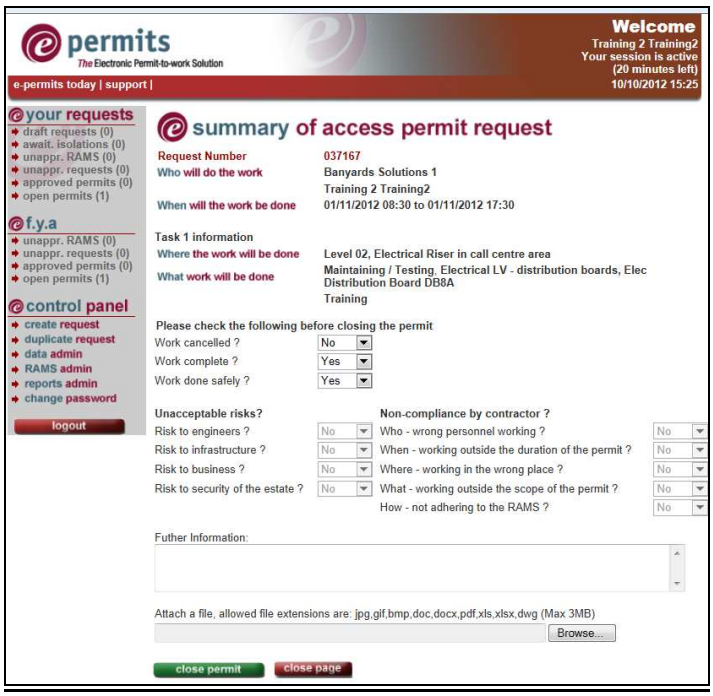
When the site is not manned and the Isolation permit is fully approved and printed, the following person(s) will see the approved isolation permits for their attention and be able to close

- All the requestors from the companies performing the isolations
- The competent person on the permit from the companies performing the isolations
- Issuers

The system should then be updated to reflect that the physical permit has been closed. By selecting open permits (1) for your attention within the e-permits today page it will display the permits for closure.



They should be closed in sequence starting with the high-risk permits.
Clicking on closed will display a summary of the Task and allow you to log whether the work was completed and whether the work was done safely. If it was, set both selections to yes and click close permit.


permits
The Electronic Permit-to-work Solution
Welcome
Training 2 Training2
Your session is active
(20 minutes left)
10/10/2012 15:25
e-permits today | support |
your requests
f.y.a
control panel
create request
duplicate request
data admin
RAMS admin
reports admin
change password
logout
summary of access permit request
Request Number 037167
Who will do the work Banyards Solutions 1
Training 2 Training2
When will the work be done 01/11/2012 08:30 to 01/11/2012 17:30
Task 1 information
Where the work will be done Level 02, Electrical Riser in call centre area
What work will be done Maintaining / Testing, Electrical LV - distribution boards, Elec Distribution Board DB8A
Training
Please check the following before closing the permit
Work cancelled ? No
Work complete ? Yes
Work done safely ? Yes
Unacceptable risks?
Risk to engineers ?
Risk to infrastructure ?
Risk to business ?
Risk to security of the estate ?
Non-compliance by contractor ?
Who - wrong personnel working ?
When - working outside the duration of the permit ?
Where - working in the wrong place ?
What - working outside the scope of the permit ?
How - not adhering to the RAMS ?
Futher Information:
Attach a file, allowed file extensions are: jpg,gif,bmp,doc,docx,pdf,xls,xlsx,dwg (Max 3MB)
Browse...
close permit
close page

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If the work was not completed, select Work complete = No. You may need to submit a duplicate permit to continue the work at another time.

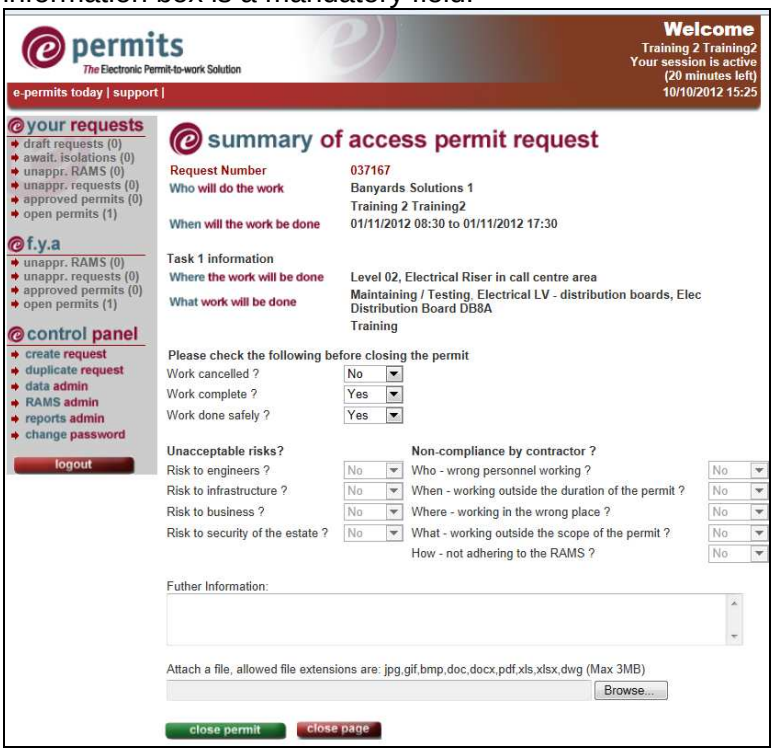
When the permit is closed, the following users on the permit will be sent an email notification of closure:

- The Requestor
- The Competent Person
- All Authorisers who approved the permit
- Helpdesk email address

20.01.01 Non-compliance

If the work was not done safely, select Work done safely = No and detail which of the risks were unacceptable. Then select what aspect of the work was non-compliant, the wrong who, when, where, what or how.

If the acceptable risk or non-compliance has been set to yes, adding details to the further information box is a mandatory field.


permits
The Electronic Permit-to-work Solution
Welcome
Training 2 Training2
Your session is active
(20 minutes left)
10/10/2012 15:25
e-permits today | support |
your requests
draft requests (0)
await. isolations (0)
unappr. RAMS (0)
unappr. requests (0)
approved permits (0)
open permits (1)
f.y.a
unappr. RAMS (0)
unappr. requests (0)
approved permits (0)
open permits (1)
control panel
create request
duplicate request
data admin
RAMS admin
reports admin
change password
logout
summary of access permit request
Request Number 037167
Who will do the work Banyards Solutions 1
Training 2 Training2
When will the work be done 01/11/2012 08:30 to 01/11/2012 17:30
Task 1 information
Where the work will be done Level 02, Electrical Riser in call centre area
What work will be done Maintaining / Testing. Electrical LV - distribution boards, Elec Distribution Board DB8A
Training
Please check the following before closing the permit
Work cancelled ? No
Work complete ? Yes
Work done safely ? Yes
Unacceptable risks?
Risk to engineers ? No
Risk to infrastructure ? No
Risk to business ? No
Risk to security of the estate ? No
Non-compliance by contractor ?
Who - wrong personnel working ? No
When - working outside the duration of the permit ? No
Where - working in the wrong place ? No
What - working outside the scope of the permit ? No
How - not adhering to the RAMS ? No
Futher Information:
Attach a file, allowed file extensions are: jpg,gif,bmp,doc,docx,pdf,xls,xlsx,dwg (Max 3MB)
Browse...
close permit
close page

You will be also able to attach the document by clicking on the browse button. These can be in document types - jpg, gif, bmp, doc, docx, pdf, xls, xlsx, dwg, which are up to a maximum file size of 3mb

The following users will be able to view existing comments and documents, update comments and upload documents to the non-compliance on permits via running reports

<u>Unmanned sites:</u>

- All requestors from the company doing the work
- Competent person from the company doing the work on the permit
- All the requestors from the companies performing the isolations
- The competent person on the permit from the companies performing the isolations
- Issuer(s)
- Observer

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Manned sites:

- Issuer(s)
- Observer

This can be done by running reports including permits with a status ‘All Inc closed’. Once the report has been created it displays on a separate Internet explorer tab Click on the hyperlink on the closed permit on the report to view the permit summary page, to view the non-compliance page Click update comments

This will take you to the non-compliance page where you can view existing comments and existing non-compliance documents which have been uploaded by other users.

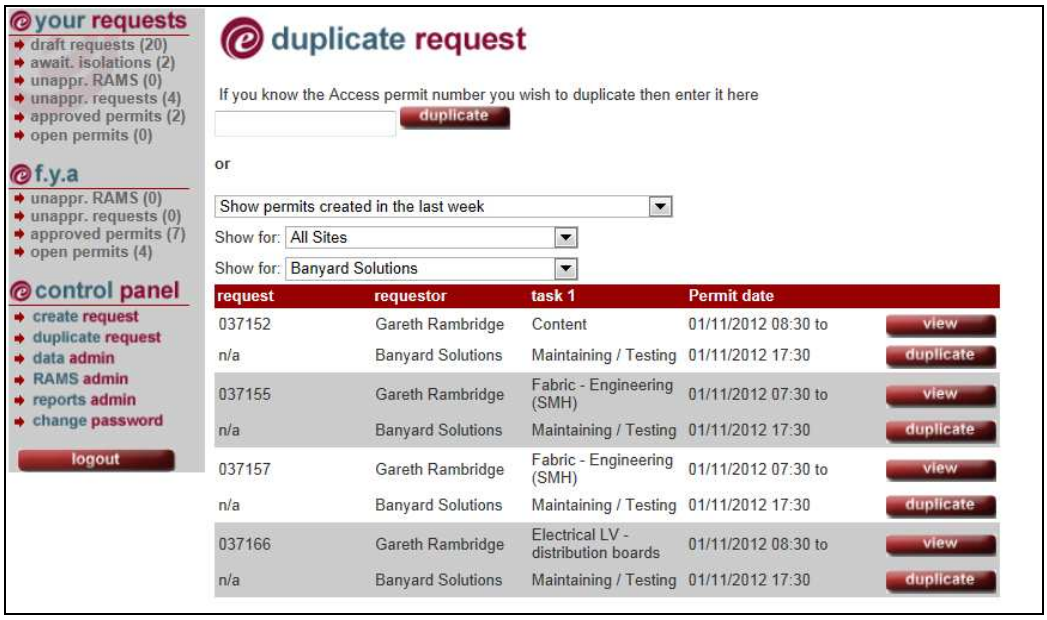
You will can also add additional comments in the further information box and also upload document. These can be in document types - jpg, gif, bmp, doc, docx, pdf, xls, xlsx, dwg, which are up to a maximum file size of 3mb

By clicking the Save button, this will save the comments and upload the document(s).

21. Duplicating requests

The Duplicate requests option should be selected from the Control panel to repeat similar requests or to amend and resubmit a rejected request.

Select the request for duplication by typing the permit number or using the history filter. Select view to verify that it is the correct request to be duplicated.



Amend the appropriate details such as when, who or Special risks and submit as before.
Note, only Access permits appear in the list for duplication. Associated high-risk permits are generated again after the Safety precautions have been addressed.

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22. Notifications

Automatic notifications are sent to appropriate parties by email, when:

- Your RAMS has been approved
- Your RAMS has been rejected
- Your Request has been approved
- Your Request has been rejected
- Your approved Permit is overdue for issue
- Your approved Permit is overdue for closure
- Your Permit has been closed
- You are required to complete a related draft Permit
    - Fire Impairment
    - Electrical switching
    - Mechanical Valves

When the site is not manned and the permit is fully approved. The following persons will receive an approved email notification:

- Requestor on the permit request
- Competent Person on the request
- All requestors in the requesting company
- Issuers

When the site is manned and the permit is fully approved.
The following persons will receive an approved email notification:

- Requestor on the permit request
- Competent Person on the request
- Issuers

The emails contain basic information drawn from the request and a URL that will take the user to the appropriate page.

Example 1 - a new RAMS has been submitted

```
NEW RAMS FOR ASSESSMENT

You are asked to review a new Risk assessment and RAMS submitted on 18/11/2005
by 'ABC Banyard Ltd' to undertake ''Maintaining / testing' the 'Air
conditioning & heating system'', within 'Malaysia Airlines'.

Please click on the link below to open the submission, read the contents and
register your decision by selecting either 'Approve' or 'Reject'. If you
select 'Reject' please provide your reason in the Comment box to assist 'ABC
Banyard Ltd' in revising their submission. Your comment will form part of an
email sent back to 'ABC Banyard Ltd'.

http://allen.e-permits.co.uk/methodstatements_view.aspx?msid=23

Please assess this submission as soon as possible, thank you.

Regards
The e-permits team
```

Example 2 - a request has been approved

```
PERMIT REQUEST STATUS CHANGE V6062

Your request 000120 for a Permit to work on the 'Hose reels' at 'Malaysia
Airlines' on '14/11/2005' has been approved.

Regards
The e-permits team
```


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Example 3 - a request has been rejected

PERMIT REQUEST STATUS CHANGE ABC 169

The request 000134 to work on the 'Air conditioning & heating system' at 'Malaysia Airlines' on '22/11/2005' has been rejected by 'Howard Albery' from 'ABC Banyard Ltd'.

The reason given by 'Howard Albery' was;
"Not convenient to work in office areas during normal hrs because of meetings."

If you have any questions then please contact the person mentioned above.

If your Request has been rejected, read the reason given, create a duplicate Request and amend the detail to make it acceptable to the APs.

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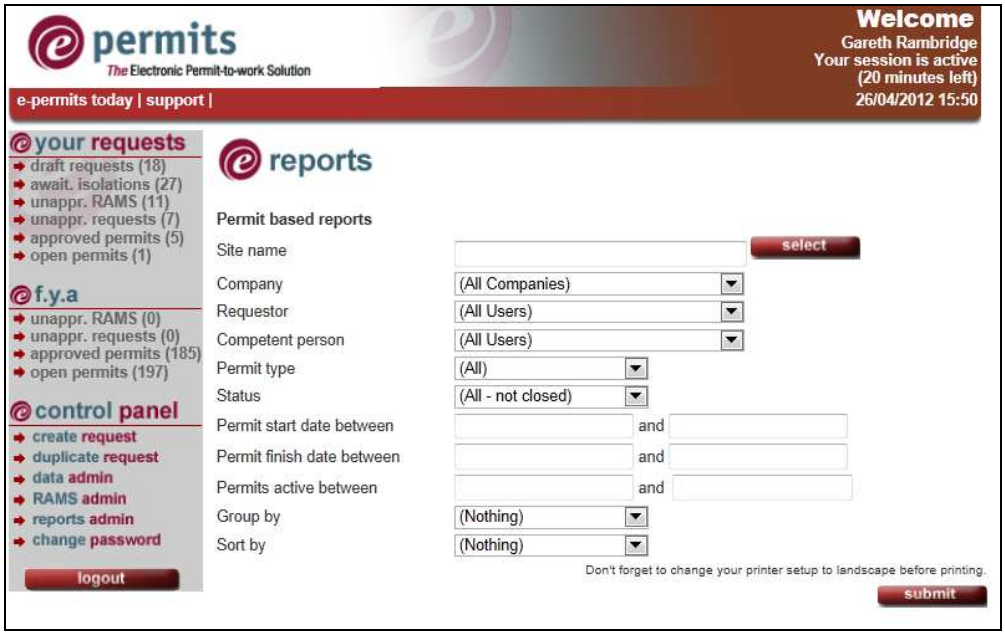
23. Reports admin

Reports are currently available to interrogate the request and permit database using filters and sorts.

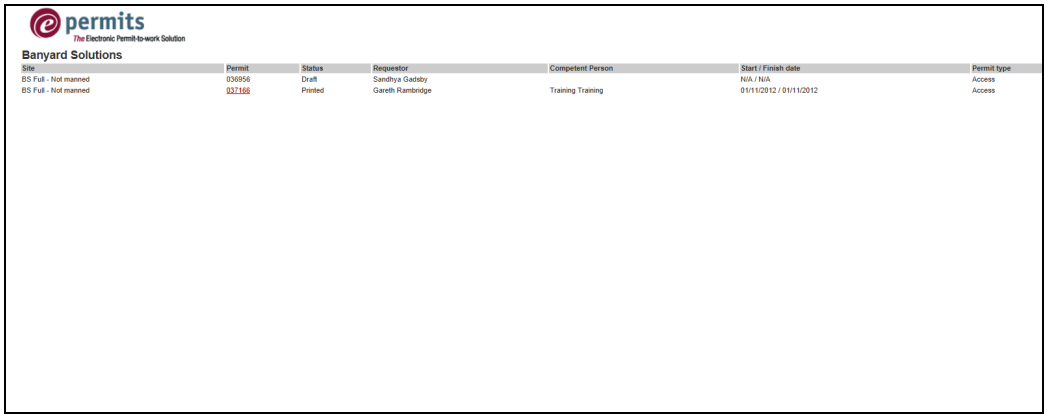
23.01.01 Site name search field

For users belonging to a company that is linked to more than 20 sites, will have the ability to type any part of the sitename in a google style ‘Site name’ search field.

If the ‘Site name’ search field is blank it will default to ‘All sites’ that the user is link to.



The results are returned in a new window as follows:



Requestors can also have access to tables listing Users and RAMS.
The summary of a request can be viewed by clicking on the permit number hyperlink. This will open a new browser window showing details of the permit. To return back to the report click the <Cancel> button.

23.01.02 Observer

Users who have been granted observer permissions will be able to run reports for all permits for sites to which they are linked

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